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ABSTRACT

This volume contains those data obtained during the Occupational Projection Research Project pertaining to rural and suburban areas. (The Occupational Projection Research Project was a research project that investigated employer perceptions of the entry level skills, attitudes, and values needed for various occupations as well as employment demands for specific occupational clusters.) Following a brief description of procedures used in the survey, various tables are presented summarizing data pertaining to the skills, attitudes, and values (SAVs) indicated by respondents. Included among the topics covered in the tables are most important SAVs by group, most difficult to find SAVs by group, most common SAVs by group, significance given to graduation/training/experience, recommendations by respondents, occupational projections for the eighties, and occupational cluster increase/decrease. Following a summary of these findings, detailed tabulations of responses to the project survey are appended. (The final report on this project as well as a report of project findings for urban areas are available separately--see note.) (MN)

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OCCUPATIONAL PROJECTION RESEARCH PROJECT I

RURAL / SUBURBAN

Hunterdon, Morris, Passaic, Somerset, Sussex, & Warren Counties

1980 - 81

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Educational Improvement Center-Northwest

FINAL REPORT

OF THE

OCCUPATIONAL PROJECTION RESEARCH PROJECT

1980 - 1981

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ABSTRACT

DESCRIPTION OF PROJECT

The Occupational Projection Research Project was designed to determine the entry level skills, attitudes and values needed for various occupations. The study also examined employment demands for specific occupational areas (clusters). The study offered vocational educators curriculum guidelines based on the identified skills, attitudes and values required by potential employers in their vicinity. An index of skills, attitudes and values which employers found either most conspicuously lacking or most common in current job applicants was provided. The project also provided an informal index of future job markets based upon the plans of the employers surveyed.

The target population consisted of the businesses and industries located within the six county area of Hunterdon, Sussex, Warren, Somerset, Morris and Passaic. From this target population a stratified random sample of business and industry leaders were interviewed using a specially developed interview form.

Study results will be provided to vocational schools in the region.

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A. INTRODUCTION

1. PROBLEM

Vocational-technical schools have been accused of turning out students with inadequate or obsolete skills for today's job markets. Vocational schools have also been accused of preparing students for jobs that are being phased out. In order to match the skills, attitudes and values needed by employers with the qualities emphasized in vocational school curricula, vocational schools must keep in close contact with business and industry leaders in the region. Vocational school curricula must be based, to a degree, on perceptions of skills, attitudes, and values required of vocational school graduates. Congruence between these perceptions and reality is, therefore, very important.

The state's vocational-technical schools strive to produce graduates who are in tune with the requirements of employers in the region. Over the years, however, as society changes, employers' needs may change. It is, therefore, incumbent upon the vocational schools to keep abreast of the latest employer needs. Employment needs are of two types:

1. Needs based on projections of how many graduates will be needed by each of the different job clusters or on the requirements of specific businesses and industries in the upcoming decade, and
2. Needs based on the combination of specific skills, attitudes, and values that will prove to be most helpful in securing jobs for vocational program graduates.

This survey project addressed both of these needs by answering the following questions which were crucial for up-to-date vocational training:

1. What were the perceptions of the skills, attitudes, and values considered important by potential employers in the region? What specific mix of skills, attitudes and values was considered

important? We often hear that what was most needed in vocational programs was the latest equipment so students can leave vocational programs with the most up-to-date skills. How important (relative to other areas) was the up-dating of skills? On the other hand, we often hear that what was really needed was a strong grounding in basic skills. How important were basic skills relative to values and attitudes?

2. Was there a difference in the perceptions of needed entry level skills, attitudes and values among industries within the various occupational clusters? Of course, the specific skills needed for clerical workers were different from the specific skills needed by workers, for example, in the mechanical trades. But were the values and attitudes considered most important different for entry level jobs in these two clusters? Moreover, was the blend of skills, attitudes, and values unique for each of the 15 major occupational clusters?
3. Were there distinctions in perception of skills, attitudes and values based on the size of the company? Did large companies give more weight than small companies to skills compared with attitudes and values or was it the other way around? For the same job clusters, did the skills, attitudes, and values change due to the size of the company, and if so, why?

By gathering information to provide schools with an occupation-by-occupation rank order summary of skills, attitudes, and values sought by businesses, this project will enable our vocational technical schools to update their curricula; graduating students will consequently possess skills, attitudes, and values more in line with regional employer needs.

2. OBJECTIVES

This survey provided to vocational educators/planners in Hunterdon, Sussex, Warren, Morris, Somerset, and Passaic Counties:

1. Guidelines for curriculum development/revision based upon the skills, attitudes and values required by potential employers in their vicinity;
2. An index of skills, attitudes and values which employers find either most conspicuously lacking or most common in current job applicants;
3. An informal index of future job markets based upon the plans of the employers surveyed.

3. DEFINITION OF TERMS USED

Occupations: The U.S. government has identified 13 overall job classifications, 45 sub-classifications, and 279 specific occupations in the Occupational Outlook Handbook, 1980-81 edition*.

This study used this occupational listing as the basis for classifying job projections.

Supervisors: Supervisors were defined as those individuals who most closely supervise the performance of specific jobs within an organization. Examples are foreman, managers, office managers, shop foreman.

Business or Industry Leader: A business or industry leader was a key individual in a business or industry who was completely knowledgeable concerning the company. This person provided job projections of company size for the decade of the eighties.

*The Occupational Outlook Handbook, 1980-81 Edition, U.S. Department of Labor, Bureau of Labor Statistics, March 1980, Bulletin #2075.

4. BACKGROUND INFORMATION

The history of the Occupational Project Research Project is as follows:

Realizing that the skills and demands of a technological society grow more complex every day, the Hunterdon County Career Education Coordinating Council had asked one of its members, Mr. John Baker of Valvic, Inc., a manufacturer of industrial rubber products to develop a survey for local businesses to aid vocational school curricula. Mr. Baker had heard of Educational Improvement Center - Northwest and wanted to know more about the organization. He contacted Dr. Thomas Hamill, the Executive Director. From their meeting the idea for an Occupational Projection Survey was developed, and it was presented to the Hunterdon County Career Education Coordinating Council. The Council endorsed the proposed survey. EIC-NW wrote a proposal which was funded through the New Jersey Department of Education, Vocational Education and Career Development Division.

B. BODY OF REPORT

1. PROCEDURES

General Design

A personal interview survey form was used to gather the data. This approach was particularly appropriate because it allowed respondents the opportunity to reflect on their statements and make modifications based on feedback from the interview.

Another key feature of this design was the division of the survey into two parts. In part one, a business or industry leader was asked to project job opportunities for the upcoming decade. In part two, a supervisor for a specific occupational category reported on the skills, attitudes and values he/she considered important to that specific occupational category. Therefore, the key individual having the most valid information completed the appropriate part of the survey.

Population Sample

The target population consisted of the businesses and industries located within the six county area of Hunterdon, Sussex, Warren, Somerset, Morris, and Passaic Counties. From this target population a stratified random sample of businesses and industries was drawn. The population was stratified on two parameters: 1) county in which the industry was located; and 2) size of industry. An equal number of businesses were drawn from Hunterdon and Sussex Counties. (A total of 20 from each) Smaller numbers of businesses were drawn from the surrounding four counties. (A total of 15 businesses were drawn from each of these counties). The sample was stratified this way in order to provide projections primarily for Hunterdon and Sussex counties, the co-sponsors of the

survey. Business and industry leaders in other counties were surveyed based on the projection that residents of Hunterdon and Sussex counties would travel up to 20 miles from each county to a job and because many more jobs could be found in the surrounding four counties than in the primary two counties. Within each county, equal samples were drawn from industries containing between 1 and 25 employees, 26-50 employees; 51-100 employees; 101-500 employees; and over 500 employees.

County industrial directories were used to identify the population and draw the sample.

Initial contact letters were sent to each company stating the objectives of the survey and asking for an appointment with one key person and up to five supervisors. These letters were followed up one week later with a telephone call to each company requesting an appointment date and time. A minimum expectation was that 100 companies would be contacted and would participate in the survey.

Data and Instrumentation

All data was gathered using a personal interview survey form. This technique was preferable to a mailed questionnaire technique for a number of reasons. See Appendix I for survey instrument and overall job classification and sub-classification lists.

1. Most mailed questionnaire studies suffer from low response rates. When fewer than 60 percent of respondents complete a questionnaire, bias often results. The nature of the bias is difficult to predict.
2. With a mailed questionnaire there is no opportunity to follow-up specific responses and probe for the reason why something was noted or emphasized. With an interview format, probing and follow-up is

possible.

3. A third weakness of a questionnaire is the inability to determine how well respondents understood the questions.

For all of these reasons, the interview technique was used for this survey. Although considerably more costly, the interview technique offered a good opportunity to obtain clearly understood, unbiased, and specific information.[1]

The interview schedule used for the Occupational Projection Research Project is given in Appendix I. The questions asked on the interview schedule are as follows:

Questions for Business Leader

1. What were the specific jobs and how many employees were currently working in each of these jobs in your company?
2. Did you expect an increase or decrease in staff size during the next decade, and by approximately how many total employees and in which specific job categories?

Questions for Job Area Supervisors

3. Supervisors were requested to compile a list of up to twenty skills, attitudes and values which they considered important for entry level employees. A suggested list of 64 skills, attitudes and values was provided for convenience, but each supervisor was encouraged to give spontaneous answers.

---

[1]A total of 77 percent of those businesses and industries contacted, responded to the Occupational Projection Research Project Survey.

4. Respondents were asked to develop a list of the most common skills, attitudes, and values, as well as those most difficult to find.
5. Respondents were also asked to which combination of a) high school experience; b) vocational-training or course work; and c) prior work experience they prefered in a job applicant.
6. Finally, respondents were asked, "If you were a member of a local vocational school board, what recommendations would you make to help the school prepare for the decade of the eighties?"

Analysis

After gathering the interview data, a tally sheet was used to summarize and to code for computer analysis. The coded data was then keypunched onto an IBM 5120 computer. For each question the number of respondents and the percentage of respondents selecting an alternative was reported. Data was also organized in rank order. Specifically, the following analyses were performed.

Question	Analysis
1. Size of Organization	A rank order list based on organization sizes of 1-25, 26-50, 51-100, 101-500, 501 and over.
2. Occupations reported (based on number and positions reported by company officer)	A rank order list based on the 45 major job classifications identified by the Department of Labor (For example: foundry occupations, machining occupations,etc.).
3. Predicted change in number of employees and specific positions in the next decade.	For each of the 45 major job classifications, how many companies reported increases or decreases in the next decade. Changes will be based on the number of companies reporting increases of +100 people, +51 to 100, +26 to 50, +6 to 25, +1 to 5, no change, a loss of -1 to 5 people, -6 to 25, -26 to 50, -51 to to 100, -101 or more employees.
4. Skills, attitudes or values considered <u>important</u> in employees. (each supervisor selects one job classification only.)	a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification. b) The above data sorted by company size. c) An overall rank order listing of the skills, attitudes and values selected by respondents.
5. Skills, attitudes, or values considered <u>most difficult</u> to find in employees.	a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification. b) The above data sorted by company size.

	c) An overall rank order listing of the skills, attitudes and values selected by respondents.
6. Skills, attitudes, or values which seem <u>most commonly</u> found in employees.	a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification. b) The above data sorted by company size. c) An overall rank order listing of the skills, attitudes and values selected by respondents.
7. Preference for high school graduation, vo-tech training or work experience in new employees.	Mean and standard deviation for each of 8 possible combinations of variables.
8. Comments and recommendations.	Listing of comments and recommendations with frequency of occurrence.

2. FINDINGS

This section is divided into four major parts:

1. Findings of Most Important skills, attitudes, and values.
2. Findings of Most Difficult To Find skills, attitudes, and values.
3. Findings of Most Common skills, attitudes, and values.
4. Findings of Occupational Projections for the eighties.

In each of these sections, a table presenting the results for all respondents combined is given followed by a summary table comparing responses for various reporting groups. Individual occupation and occupation cluster tables are available in Appendices II through V corresponding to the four sections above. Following these four sections are the employer preferences for schooling, training or work experience and respondents' comments and recommendations.

FINDINGS OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES

The skills, attitudes, and values respondents considered most important for newly graduated vocational program students, given in rank order, is provided in Table I.

This table, and each succeeding table using the same table format, presents each quality, the number of respondents selecting the quality and the percentage of respondents selecting the quality. Respondents were asked to select up to 20 skills, attitudes or values, in any order from a list of 23 skills, 22 attitudes and 19 values (total of 64). Respondents were allowed to add their own skills, attitudes, or values (hereafter called SAV's) to the list if a wanted quality was not available from the list. Few respondents took the opportunity to do so. Many respondents selected fewer than 20 SAV's.

Looking at the SAV's selected, a total of 21 qualities were picked by over 30 percent of respondents; seven qualities were identified by over 50 percent of

TABLE I

OVERALL

LIST OF SKILLS,

ATTITUDES AND VALUES SELECTED AS

MOST IMPORTANT (N=157)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
1	S15	Understanding and following oral and written instructions	102	65
2	A5	Exhibits positive work attitude	96	61
3.5	A2	Cooperates with fellow workers	88	56
3.5	V5	Exhibits pride in workmanship	88	56
5	S12	Operating tools and equipment relevant to job	84	54
6	A16	Demonstrates initiative on the job	81	52
7	S23	Communicating effectively with clients and fellow workers	80	51
8.5	S13	Adapting and adjusting to change, is flexible	70	45
8.5	V8	Values checking own work for thoroughness and accuracy	70	45
10	A6	Works independently when necessary	63	40
11	A11	Reacts positively to constructive criticism	59	38
12	S4	Performing tasks requiring manual-perceptual skills	58	37
13	A3	Copes with authority exercised by others in constructive ways	54	35
15.5	S19	Organizing self and situations to accomplish tasks	53	34
15.5	A10	Practices safety toward self and others	53	34
15.5	A19	Uses time and energy efficiently	53	34
15.5	V10	Willingly acquires additional training and education relevant to job function	53	34
18.5	S10	Budgeting time effectively	50	32
18.5	S14	Reading, writing and speaking effectively	50	32
20.5	A9	Completes assignments on time	47	30
20.5	V4	Maintains good health, neatness, grooming and fitness habits	47	30
23	S6	Applying computational skills	44	28
23	V1	Maintains self discipline	44	28
23	V19	Strives for excellence and competence	44	28
25	A12	Assumes personal responsibility for the consequences of his/her choices	39	25
26	A21	Understands the relationship between employee's productivity and employer's succes, and vice versa	38	24
28	A20	Handles stress on the job	36	23
28	V3	Demonstrates integrity, tells the truth, keeps promises, pays debts	36	23
28	V15	Understands that one is paid relative to the value of work	36	23

TABLE I
OVERALL
LIST OF SKILLS,
ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=157)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
32	S2	Using measurements, equivalents, ratios and proportions	35	22
32	S7	Planning, making or assembling job-related items	35	22
32	S20	Maintaining accurate and appropriate records	35	22
32	V12	Uses ethical standards of conduct	35	22
32	V13	Demonstrates that one is a responsible worker	35	22
35.5	S5	Making appropriate "next-step" choices	32	20
35.5	S16	Adjusting, repairing, maintaining job-related equipment	32	20
37	V20	Is regular in attendance	30	19
38	V11	Is independent and self-reliant	26	17
39	S9	Applying concepts, principles and procedures to circumstances different from those in which learned	25	16
41	A4	Adjusts behaviors to meet employer's changing values and needs	23	15
41	A13	Compromises and exercises influence in achievement of group goals	23	15
41	V9	Views all honest work as honorable worthy and dignified	23	15
43	V17	Recognizes the satisfaction and difference between having earned something from being given something	22	14
45	S3	Preparing reports and summaries	21	13
45	A22	Accepts all honest work as honorable and having worth and dignity	21	13
45	V16	Understands the interrelated roles of management and labor	21	13
47	S11	Calculating and estimating quantitively	19	12
49.5	S21	Anticipating needs of job and/or clients	18	11
49.5	A17	Practices behaviors that contribute to job retention and advancement	18	11
49.5	V2	Values own worth and dignity	18	11
49.5	S17	Relating basic procedures and principles to specific work areas	18	11
53.5	S1	Developing and interpreting graphs, charts and tables	16	10
53.5	A8	Understands and accepts the apprentice role	16	10
53.5	V21	Is punctual; on time	16	10
53.5	V23	Is courteous and respectful to clinets and fellow workers	16	10

TABLE I

OVERALL

RANK ORDER LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST IMPORTANT (N=157)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
56.5	S8	Developing and interpreting statistical data	14	9
56.5	A14	Copes with varying expectations from supervisors	14	9
59	S22	Instructing others in job related tasks	13	8
59	A7	Develops ideas to improve methods	13	8
59	A23	Willing to work overtime	13	8
61	V22	Works hard and consistently	11	7
63	S18	Implementing/modifying plans on basis of feedback	10	6
63	A15	Reacts positively to competitive situations, win or lose	10	6
63	V18	Desires upward economic mobility	10	6
66	A1	Appreciates individual differences	8	5
66	A25	Is neat about work	8	5
66	V14	Understands and appreciates the free enterprise sytem	8	5
68.5	S24	Meets quality standards	6	4
68.5	A26	Shows respect for other's property	6	4
72	S28	Knows metrics	5	3
72	A18	Copes with failures	5	3
72	V6	Manages personal income effectively	5	3
72	V7	Respects an individual's rights to a self-determined lifestyle	5	3
72	V24	Has positive, outgoing behavior, is enthusiastic	5	3
75.5	S27	Uses imagination	3	2
75.5	A27	Is goal oriented rather than "job" oriented	3	2
78.5	S26	Completes tasks, is patient	2	1
78.5	A24	Is open and candid, not temperamental	2	1
78.5	V25	Doesn't waste time	2	1
78.5	V26	Pays attention; listens	2	1

respondents. Of the top 21 SAV'S, 8 were skills, 10 attitudes, and 3 were values; the most important SAV'S were: Demonstrates initiative on the job (66%); understands and follows oral and written instructions (65%); exhibits positive work attitude (61%); cooperates with fellow workers (56%); exhibits pride in workmanship (56%); operating tools and equipment relevant to job (54%); and communicating effectively with clients and fellow workers (51%).

Table II presents a summary of most important skills, attitudes, and values reported by various respondent groups. The purpose of this table is to examine SAV importance in terms of possible difference between various occupational clusters or various company sizes and the overall group analysis given in Table 1. That is, were the SAV's selected as most important by industrial production supervisors similar to those selected by all respondents combined? Were the SAV's selected as most important by supervisors in companies or businesses of '-25 employees similar to those selected by all respondents combined?

The numbers in the table are the percentage of respondents selecting a particular SAV. Only the highest ranked SAV's were included in this summary and comparison.

An important note is in order here. The total number of respondents was over 150. The number of respondents in each of the sub-groups, however, is considerably less. The reliability of sub-group rankings must therefore be questioned.

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.	I	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII
CATEGORY	All Groups	Ind Prod	Office Related	Service	Sales	Science & Tech	Mech & Rep	1-25 Empl.	26-50 Empl.	51-100 Empl.	101-500 Empl.	501+ Empl.
QUALITY												
A16 Demonstrates initiative on the job	66*	51	56	--	--	45	69	33	53	39	66	57
S15 Understands and follows oral & written instructions	65	67	67	35	55	73	69	45	46	73	61	72
A5 Exhibits positive work attitude	61	62	50	--	82	73	77	45	61	57	68	65
A2 Cooperates with fellow workers	56	55	56	30	55	36	62	37	69	64	49	63
V5 Exhibits pride in workmanship	56	71	53	22	--	64	77	37	46	73	61	52
S12 Operating tools and equipment relevant to job	54	55	32	39	45	--	85	33	61	57	56	46
S23 Communicating effectively w/clients & fellow workers	51	35	62	35	73	91	54	54	--	52	54	52
S13 Adapting and adjusting to change, is flexible	45	40	44	30	64	45	38	--	--	52	46	46
V8 Values checking own work for thoroughness & accuracy	45	44	53	--	--	64	62	50	38	42	51	39
A19 Uses time and energy efficiently	44	--	47	26	--	64	--	--	--	--	--	--
A6 Works independently when necessary	40	38	29	--	45	36	77	45	46	39	41	35
A11 Reacts positively to constructive criticism	38	--	53	--	36	--	46	--	--	42	34	50
S4 Performs tasks requiring manual/perceptual skills	37	47	--	--	55	36	54	33	38	52	34	--
A10 Practices safety towards self and others	34	40	--	26	--	36	62	33	--	36	34	37
V10 Willingly acquires additional training/education relevant to job function	34	31	35	--	--	45	38	--	--	33	37	48
A3 Copes with authority exercised by others in constructive ways	34	33	--	30	45	--	46	--	38	--	39	37
S19 Organizes self and situations to accomplish tasks	34	--	44	--	45	--	--	--	--	--	--	46
A21 Understands the economic interrelationship between the employee's productivity and the employer's success and vice versa	33	33	--	--	--	--	--	--	--	33	--	--
S10 Budgeting time effectively	32	--	38	30	--	36	--	--	--	--	34	39
S14 Reading, writing and speaking effectively	32	33	26	--	45	--	--	54	46	--	39	35
A9 Completes assignments on time	30	31	32	--	--	54	--	--	--	--	32	46
V1 Maintains self discipline	28	--	32	--	36	--	46	--	--	--	--	41

*Numbers in tables represent the percent of a group of respondents selecting need area.

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.		I	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII
CATEGORY		All Groups	Ind Prod	Office Related	Service	Sales	Science & Tech	Mech & Rep	1-25 Employ.	26-50 Empl.	51-100 Empl.	101-500 Employ.	501+ Empl.
	QUALITY												
V4	Maintains good health, neatness, good grooming and fitness habits	30	--	26	48	36	--	38	45	--	42	--	--
V13	Demonstrates that one is a responsible worker	22	--	32	22	--	--	--	--	--	--	--	--
V19	Strives for excellence and competence	28	--	41	--	--	45	--	--	--	--	--	37
A20	Handles stress on the job	29	--	--	26	45	--	--	--	--	--	--	--
V15	Understands that one is paid relative to the value of work	23	--	--	26	--	--	--	37	--	--	--	--
V20	Regular in attendance	19	--	--	26	36	--	--	33	--	--	--	--
V23	Is courteous and respectful to clients and fellow workers	10	--	--	22	--	--	--	--	--	--	--	--
S3	Preparing reports and summaries	13	--	--	--	36	--	--	--	--	--	--	--
S6	Applying computational skills	28	--	--	--	64	45	--	41	--	39	--	--
A12	Assumes personal responsibility for the consequences of his/her choices	25	--	--	--	45	--	--	33	--	--	--	--
V3	Demonstrates integrity, tells the truth, keeps promises, pays debts	29	--	--	--	36	--	--	--	--	--	--	--
S2	Using measurements, equivalents, ratios and proportion	22	33	--	--	--	36	--	--	38	--	--	--
S7	Planning, making, or assembling job related items	22	--	--	--	--	36	--	--	--	--	--	--
S8	Developing and interpreting statistical data	9	--	--	--	--	45	--	41	--	--	--	--
S11	Calculating and estimating quantitatively	12	--	--	--	--	45	--	--	--	--	--	--
S20	Maintaining accurate and appropriate records	22	--	--	--	--	55	--	--	--	--	--	--
V12	Uses ethical standards of conduct	22	--	--	--	--	55	--	--	--	--	--	--
S5	Making appropriate "next step" choices	20	--	--	--	--	--	69	--	--	--	--	--
S9	Applying concepts, principles, and procedures to circumstances different from those in which learned	16	--	--	--	--	--	46	--	--	--	--	--
S16	Adjusting, repairing, maintaining job related equipment	20	--	--	--	--	--	54	--	--	--	--	--

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.	I	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII
CATEGORY	All Groups	Ind Prod	Office Related	Service	Sales	Science & Tech	Mech & Rep	1-25 Employ.	26-50 Empl.	51-100 Empl.	101-500 Employ.	501+ Empl.
QUALITY												
S17 Relating basic procedures and principles to specific work areas	11	--	--	--	--	--	--	58	--	--	--	--
S21 Anticipating needs of job and/or clients	11	--	--	--	--	--	--	33	--	--	--	--
S1 Developing, interpreting graphs, charts and tables	10	--	--	--	--	--	--	--	38	--	--	--
A22 Accepts all honest work as honorable and having worth and dignity	18	--	--	--	--	--	--	--	38	--	--	--

Summary of Most Important Skills, Attitudes and Values Reported by Various Respondent Groups

A total of 11 different respondent groups were compared with respondents from all groups. Six of these groups represented specific occupational clusters. The original proposal intent was to compare each of the 13 occupational clusters identified by the U.S. Department of Labor. Unfortunately, the number of respondents available was not sufficient for more than six sub-groups. These were: industrial production supervisors, office related supervisors, service supervisors, sales supervisors, scientific and technical supervisors, mechanical and repairer supervisors. Five of these sub-groups represented delineations of company size: companies of 1-25 employees, companies of 26-50 employees, companies of 51-100 employees, companies of 101-500 employees, and companies of 501 or more employees. As noted earlier, a total of 21 SAV's were selected by at least 30 percent or more of all respondents. The two sub-groups that most closely matched the overall ranking were companies of 101-500 employees with 18 of 21 need areas and supervisors of companies of 501 or more employees also with 17 of 21 need areas. Industrial production supervisors and office related supervisors agreed with the overall ranking in 17 of the 21 need areas. The least amount of agreement between a sub-group ranking and the total ranking was for the service supervisors who agreed with the overall ranking in 10 of the 21 need areas. The next few pages will describe the specific differences from one group to another by listing areas of special interest for particular sub-groups and also listing areas of lower interest.

Industrial Production Occupations

Five highest ranked SAV'S are reported. Where ties, fewer than five are given. The five most important SAV's for industrial production occupations supervisors were: exhibits pride in workmanship (71%); understands and follows oral and written instructions (67%); exhibits positive work attitude (62%) cooperates with fellow workers (55%); and operating tools and equipment relevant to job (55%).

Industrial production supervisors concurred with the respondents as a whole and 17 of the 21 SAV's selected as most important. An additional need area considered most important was using measurements, equivalents ratios and proportions. Areas not considered as important were: using time and energy efficiently; reacts positively to constructive criticism; organizes self and situations to accomplish tasks; and budgets time effectively.

Office Related

The four most important SAV's for office related supervisor's were: understands and follows oral and written instructions (68%); communicating effectively with clients and fellow workers (62%); demonstrates initiative on the job (55%); cooperates with fellow workers (50%).

Office related supervisors concurred with their respondents as a whole also in 17 of the 21 SAV's selected as most important. Additional need areas considered most important by office related supervisors were: maintains self discipline; maintains good health, neatness, good grooming and fitness habits; and demonstrates that one is a responsible worker and strives for excellence and competence. Areas not considered as important by office related supervisors were: performs tasks requiring manual/perceptual skills; practices safety towards self, and others; copes with authority exercised by others in constructive ways; and understands the economic interrelationship between the

the employee's productivity and the employer's success and vice versa.

Service Occupations

The four most important SAV's for service occupations were: maintains good health, neatness, good grooming and fitness habits (48%); operating tools and equipment related to job (39%); understands and follows oral and written instructions (35%); and communicating effectively with clients and fellow workers (35%).

Service occupation supervisors concurred with their respondents as a whole in only 10 of the 21 SAV's selected as most important. Service related supervisors obviously saw large differences in the skills, attitudes and values considered to be most important for newly hired vocational school graduates. Additional need areas considered most important by service supervisors were: maintains good health, neatness, good grooming, and fitness habits; demonstrates that one is a responsible worker; handes stress on the job; understands that one is paid relative to the value of work; is regular in attendance; and is coiurteous and respectful to clients and fellow workers. Areas not considered as important by service supervisors were: demonstrates initiative on the job; exhibits positive work attitude; values checking own work for thoroughness and accuracy; works independently when necessary; reacts positively to constructive criticism; performs taks requiring manual/perceptual skills; organizes self and situations to accomplish tasks; understands the economic interrelationship between the employee's productivity and the employer's success and vice versa; reading, writing and speaking effectively; completes assignments on time.

Sales Occupations

The four most important SAV's for sales occupations were: exhibits positive work attitude (82%); communicating effectively with clients and fellow workers (73%); adapting and adjusting to change (64%); and applying computational skills

(64%).

Sales occupations supervisors concurred with the respondents as a whole in 12 of the 21 SAV's selected as most important. Here as with service supervisors there were considerable differences between the sub-groups and all groups. Additional areas considered most important by sales supervisors were: maintains self-discipline; maintains good health, neatness, good grooming, and fitness habits; handles stress on the job; is regular in attendance; preparing reports and summaries; applying computational skills; assumes personal responsibility for the consequences of his/her choices; demonstrates integrity, tells the truth, keeps promises; and pays debts. Areas not considered as important were: demonstrates initiative on the job; exhibits pride in workmanship; values checking own work for thoroughness and accuracy; practices safety towards self, and others; willingly acquires additional training/education; undersands the economic interrelationship between the employee's productivity and the employer's success and vice versa; budgeting time effectively; and completed assignments on time.

Scientific and Technical Occupations

The three most important SAV's for scientific and technical occupations' supervisors were: communicating effectively with clients and fellow workers (91%); exhibits positive work attitude (73%); understands and follows oral and written instructions (73%).

Scientific and technical occupations supervisors concurred with the respondents as a whole in 15 of the 21 SAV's selected as most important. Additional need areas considered most important by scientific and technical supervisors were: strives for excellence and competence; applying computational skills; using measurements, equivalents, ratios and proportions; planning, making, or assemblying job-related items; developing and interpreting statistical data; calculating and estimating quantitatively; maintaining accurate and appropriate records; and uses ethical standards of conduct. Areas not considered as important by scientific and technical occupations supervisors were: operating tools and equipment relative to job; reacts positively to constructive criticism; copes with authority exercised by others in constructive ways; organizes self and situations to accomplish tasks understands the economic interrelationshipo between the employee's productivity and the employer's success and vice versa; and reading, writing and speaking effectively.

Mechanic and Repairer Occupations

The four most important SAV's for mechanical and repairer occupations supervisors were: operating tools and equipment relevant to job (85%); exhibits positive work attitude (77%); exhibits pride in workmanship (77%); and works independently when necessary (77%).

Mechanics and repairer supervisors concurred with the respondents as a whole in 15 of the 21 SAV's selected as most important. Additional need areas considered most important by mechanic and repairer supervisors were: maintains self discipline; maintains good health, neatness, good grooming and fitness habits; making appropriate "next step" choices; applying concepts, principles and procedures to circumstances different from those in which learned; adjusting, repairing, maintaing job-related equipment. Areas not considered

as important by these supervisors were: using time and energy efficiently; organizes self and situations to accomplish tasks; understands the economic interrelationship between an employee's productivity and the employer's succes and vice versa; budgeting time effectively; reading, writing and speaking effectively; and completes assignments on time.

Companies with 1-25 Employees

The four most important SAV's according to supervisors in companies of 1-25 employees were: relating basic procedures and principles to specific work areas (58%); communicating effectively with clients and fellow workers (54%); values checking own work for thoroughness and accuracy (50%); and reading, writing and speaking effectively (54%).

Supervisors in companies with 1-25 employees concurred with the respondents as a whole in 12 of the 21 SAV's selected as most important. Additional need areas considered most important by supervisors in small companies or business were: maintains good health, neatness, good grooming, and fitness habits; understands that one is paid relative to the value of work; is regular in attendance; applying computational skills; assumes personal responsibility for the consequences of his/her choices; developing and interpreting statistical data; relating basic procedures and principles to specific work area; and anticipating needs of job and/or clients. Areas not considered as important by supervisors in companies of 1-25 employees were: adapting and adjusting to change, is flexible; uses time and energy efficiently; reacts positively to constructive criticism; willingly acquires additional training and education relevant to job function; copes with authority exercised by others in constructive ways; organizes self and situations to accomplish tasks;

understands the economic interrelationship between the employee's productivity and the employer's success and vice versa; and budgeting time effectively; and completes assignments on time.

Companies of 26-50 Employees

The four most important SAV's according to supervisors in companies of 26-50 employees were: cooperates with fellow workers (69%); exhibits positive work attitude (61%); operating tools and equipment relevant to job (61%); demonstrates initiative on the job (53%). Supervisors in companies of 26-50 employees concurred with the respondents as a whole in 11 of the 21 SAV's selected as most important. Additional need areas considered most important by supervisors in companies of 26-50 employees were: using measurement, equivalents, ratios and proportions; developing, interpreting graphs, charts and tables; and accepts all honest work as honorable and having worth and dignity. Areas not considered as important by supervisors in companies of 26-50 employees were: communicating effectively with clients and fellow workers; adapting and adjusting to change, is flexible; uses time and energy efficiently; reacts positively to constructive criticism; practices safety toward self and others; willingly acquires additional training and education relevant to job function; organizes self and situations to accomplish tasks; understands the economic interrelationship between the employee's productivity and the employer's success and vica versa; budgeting time effectively; and completes assignments on time.

Companies of 51-100 Employees

The five most important SAV's according to supervisors in companies of 51-100 employees were: understands and follows oral and written instructions (73%); exhibits pride in workmanship (73%); cooperates with fellow workers (64%); exhibits positive work attitude (57%); and operating tools and equipment relevant to job (57%).

Supervisors in companies of 51-100 employees concurred with the respondents as a whole in 15 of the 21 SAV's selected as most important. Additional need areas considered to be most important by supervisors in companies of 51-100 employees were: maintains good health, neatness, good grooming and fitness habits; and applying computational skills. Areas not considered as important by these supervisors were: uses time and energy efficiently; copes with authority exercised by others in constructive ways; organizes self and situations to accomplish tasks; budgeting time effectively; reading, writing and speaking effectively; and completes assignments on time.

Companies of 101-500 Employees

The five most important SAV's according to supervisors in companies of 101-500 employees were: exhibits positive work attitude (68%); demonstrates initiative on the job (66%); understands and follows oral and written instructions (61%); exhibits pride in workmanship (61%); and operating tools and equipment relevant to job (56%).

Supervisors in companies of 101-500 employees concurred with the respondents as a whole in 18 of the 21 SAV's selected as most important. This was a very high relationship with the total group. Areas not considered as important by these supervisors were: uses time and energy efficiently; organizes self and situations to accomplish tasks; and understands the

economic interrelationship between the employee's productivity and the employer's success and vice versa.

Companies of 501 or More Employees

The four most important SAV's according to supervisors in companies of 501 or more employees were: understands and follows oral and written instructions (72%); exhibits positive work attitude (65%); cooperates with fellow workers (63%); and demonstrates initiative on the job (57%).

Supervisors in companies of 501 or more employees concurred with the respondents as a whole in 18 of the 21 SAV's selected as most important. Again, this was a very high ratio for large company supervisors as compared with all supervisors. Additional need areas considered most important by supervisors in the largest companies were: maintains self-discipline; and strives for excellence and competence. Areas not considered as important by the supervisors of largest companies were: uses time and energy efficiently; performs tasks requiring manual/perceptual skills; and understands the economic interrelationship between the employee's productivity and the employer's success and vice versa.

MOST DIFFICULT TO FIND SKILLS, ATTITUDES AND VALUES

The skills, attitudes and values respondents considered most difficult to find for newly graduated vocational program students given in rank order is provided in Table III. Looking at the results in Table III, a total of 15 skills, attitudes and values most difficult to find, were picked by over 10 percent of respondents. When compared with the previous table of SAV's considered most important, a much smaller list of SAV's considered most difficult to find was identified by respondents. The highest ranked SAV was exhibits positive work attitude selected by (31%) of respondents. Of the 15 SAV's identified as most difficult to find, 4 were skills, 4 were attitudes, and 7 were values. Of the 15, only 4 were selected by over (20%) of the respondents. These were: exhibitspositive work attitude, (31%); exhibits pride in workmanship, (28%); reading, writing and speaking effectively, (25%); and adapting and adjusting to change, is flexible (20%).

Table IV presents a summary of the most difficult to find skills, attitudes and values reported by various respondent groups.

Industrial Production Occupations

The 5 most difficult to find qualities according supervisory respondents were: exhibits pride in workmanship (44%); exhibits positive work attitude (35%); reading, writing and speaking effectively (22%); values checking own work for thoroughness and accuracy (19%); and demonstrates initiative on the job (17%).

TABLE III
OVERALL
RANK ORDER LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=154)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
1	A5	Exhibits positive work attitude	47	31
2	V5	Exhibits pride in workmanship	43	28
3	S14	Reading, writing and speaking effectively	38	25
4	S13	Adapting and adjusting to change; if flexible	30	20
5	A11	Reacts positively to constructive criticism	29	19
6.5	V20	Regular in attendance	25	16
6.5	V8	Values checking own work for thoroughness and accuracy	25	26
8.5	S23	Communicating effectively with clients and fellow workers	22	14
8.5	A16	Demonstrates initiative on the job	22	14
10	V21	Is punctual; on time	20	13
12.5	S10	Budgeting time effectively	19	12
12.5	A19	Uses time and energy efficiently	19	12
12.5	V4	Maintains good health, neatness, grooming and fitness habits	19	12
12.5	V17	Recognizes the difference between the satisfaction from having earned something from being given something	19	12
15	V15	Understands that one is paid relative to the value of work	17	11
16	S12	Operating tools and equipment relevant to job	15	10
17.5	S6	Apoplying computational skills	14	9
17.5	A3	Copes with authority exercised by others in constructive ways	14	9
21	S15	Understanding and following oral and written instructions	13	8
21	S19	Organizing self and situations to accomplish tasks	13	8
21	A12	Assumes personal responbility for the consequences of his/her choices	12	8
21	A20	Handles stress on the job	12	8
21	A21	Understands the economic relationship between the employee's productivity and the employer's success, and vice versa	12	8
24.5	S25	Completes tasks; is petient	10	7
24.5	V1	Maintains self-discipline	10	7
26.5	S5	Making appropriate "next-step" choices	9	6
26.5	V16	Understands the interrelated role of management and labor	8	6
32	A27	Is goal oriented rather than "job" oriented	8	5

TABLE III

OVERALL

RANK ORDER LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=154)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
32	V9	Views all honest work as honorable, worthy and dig-ifie	8	5
32	V10	Willingly acquires axdditional training education relevant to job function	8	5
32	V19	Strives for excellence and competence	8	5
32	S2	Using measurements, equavalents, ratios, and proportions	7	5
32	A9	Completes assignments on time	7	5
32	A22	Accepts all honest work as honorable and having worth and dignity	7	5
32	V13	Demonstrates that one is a responsible worker	7	5
32	V22	works hard and consistently	7	5
38	S21	Anticipating needs of job and/or clients	6	4
38	A6	Works independently when necessary	6	4
38	V2	Values own worth and dignity	6	4
46	S4	Performing tasks requiring manual-perceptual skills	5	3
46	S9	Applying concepts, principles and procedures to circumstances different from those in which learned	5	3
46	S20	Maintaining accurate and appropriate records	5	3
46	S22	Instructing others in job-related tasks	5	3
46	A2	Cooperates with fellow workers	5	3
46	A4	Adjusts behjaviors to meet employer's changing needs and values	5	3
46	A23	Willing to work overtime	5	3
46	A25	Is neat about work	5	3
46	S3	Preparing reports and summaries	4	3
46	S16	Adjusting, repairing and maintaining job-related items	4	3
46	S28	Knows metrics	4	3
46	A10	Practices safety towards self and others	4	3
46	A15	Reacts positively to competitive situations, win or lose	4	3
54	S7	Planning, making or assembling job-related items	3	2
54	V3	Demonstrates integrity, tells the truth, keeps promises, pays debts	3	2
54	V23	Is courteous and respectful to clients and fellow workers	3	2
65.5	S1	Developing and interpreting	2	1
65.5	S17	Relating basic procedures/principles to specific work areas	2	1
65.5	A8	Understands and accepts the apprentice role	2	1

TABLE III
OVERALL
RANK ORDER LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=154)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
65.5	A14	Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	2	1
65.5	A26	Shows respect for others' property	2	1
65.5	V11	Is independent and self-reliant	2	1
65.5	V12	Uses ethical standards of conduct	2	1
65.5	V26	Pays attention, listens	2	1
65.5	S8	Developing and interpreting statistical data	1	1
65.5	S11	Calculating and estimating quantitatively	1	1
65.5	A7	Develops ideas to improve methods	1	1
65.5	A13	Compromises/exercises influence in the achievment of group goals	1	1
65.5	A17	Practices behaviors that conribute to job retention and advancement	1	1
65.5	A18	Copes with failure	1	1
65.5	A24	Is open and candid, not temperamental	1	1
65.5	V6	Manages personal income effectively	1	1
65.5	V14	Has basic understanding and appreciation of the free enterprise system	1	1
65.5	V18	Desires upward economic mobility	1	1
65.5	V26	Doesn't waste time	1	1
65.5	V27	Shows company loyalty	1	1

TABLE IV

SUMMARY OF MOST DIFFICULT TO FIND SKILLS, ATTITUDES AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.	III	XIX	XX	XXI	XXII	XXIII	XXIV	XXV	XXVI	XXVII	XXVIII	XXIX
CATEGORY	All Groups	Ind Prod	Office Related	Service	Sales	Science & Tech	Mech & Rep	1-25 Empl.	26-50 Empl.	51-100 Empl.	101-500 Empl.	501+ Empl.
QUALITY												
A-5 Exhibits positive work attitude	31*	35	15	39	18	18	56	21	23	39	46	17
V-5 Exhibits pride in workmanship	28	44	50	--	--	27	44	17	15	39	51	26
S-14 Reading, writing and speaking effectively	25	22	21	--	55	18	33	17	15	21	33	26
S-13 Adapting and adjusting to change, is flexible	20	13	--	31	46	36	--	30	23	21	--	22
A-11 Reacts positively to constructive criticism	19	13	18	31	27	18	44	--	15	21	17	19
V-20 Regular in attendance	16	15	18	31	--	--	--	21	15	18	20	13
V-8 Values checking own work for thoroughness and accuracy	16	19	12	--	--	--	--	26	15	--	12	--
S-23 Communicates effectively with clients and fellow workers	14	--	24	--	27	27	--	--	--	15	20	15
A-16 Demonstrates initiative on the job	14	17	12	--	--	27	--	--	15	12	15	15
V-21 Is punctual	13	--	15	31	18	--	--	21	--	15	12	--
S-10 Budgeting time effectively	12	11	--	--	18	36	--	--	--	12	--	22
A-19 Uses time and energy efficiently	12	11	15	--	27	--	--	17	15	--	--	19
V-4 Maintains good health, neatness, good grooming, and fitness habits	12	--	18	--	27	--	--	17	15	27	--	--
V-17 Recognizes the difference between the satisfaction from having earned something from being given something	12	13	--	--	--	--	44	--	--	12	17	13
V-15 Understands that one is paid relative to the value of work	11	11	--	--	--	27	33	--	15	15	--	--
S-6 Applying computational skills	9	13	--	--	18	--	--	--	--	12	--	--
S-15 Understands and follows oral and written instructions	8	13	--	--	--	--	--	--	17	--	--	--
A-20 Handles stress on the job	3	--	12	15	18	--	--	--	--	--	--	--
A-3 Copes with authority exercised by others in constructive ways	9	--	--	23	27	--	33	--	--	--	12	--
S-25 Completes tasks, is patient	7	--	--	15	--	--	--	--	--	--	--	--

*Numbers in tables represent the percent of a group of respondents selecting need area.

TABLE IV

SUMMARY OF MOST DIFFICULT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.	III	XIX	XX	XXI	XXII	XXIII	XXIV	XXV	XXVI	XXVII	XXVIII	XXIX
CATEGORY	All Groups	Ind Prod	Office Related	Service	Sales	Science & Tech	Mech & Rep	1-25 Empl.	26-50 Empl.	51-100 Empl.	101-500 Empl.	501+ Empl.
QUALITY												
V-13 Demonstrates that one is a responsible worker	5	--	--	15	--	--	--	--	--	--	--	--
V-22 Works hard	5	--	--	15	--	--	--	--	15	--	--	--
S-5 Making appropriate next step choices	6	--	--	--	--	18	--	--	15	12	--	--
A-15 Reacts positively to competitive situations, win or lose	3	--	--	--	--	18	--	--	--	--	--	--
A-9 Completes assignments on time	5	--	--	--	--	18	--	--	--	--	--	--
V-16 Understands the interrelated role of management and labor	6	--	--	--	--	--	56	--	--	--	15	--
V-10 Willingly acquires additional training and education relevant to job function	5	--	--	--	-	--	--	--	--	--	12	--
S-12 Operating tools and equipment relevant to job	10	--	--	--	--	--	--	--	15	--	--	15
S-19 Organizing self and situations to accomplish tasks	8	--	15	--	--	--	--	--	--	--	--	15

Office Related Occupations

The three most difficult to find qualities considered important by supervisory respondents were: exhibits pride in workmanship (50%); communicates effectively with clients and fellow workers (24%); and reading, writing and speaking effectively (21%).

Service Occupations

The five most difficult to find qualities according to supervisory respondents were: exhibits positive work attitudes (39%); adapting and adjusting to change, is flexible; (31%); reacts positively to constructive criticism (31%); regular in attendance (31%); and is punctual (31%).

Sales Occupations

The six most difficult to find qualities according to supervisory responses were: reading, writing and speaking effectively (55%); adapting and adjusting to change, is flexible (46%); reacts positively to constructive criticism (27%); communicates effectively with clients and fellow workers (27%); uses time and energy efficiently (27%); and maintains good health, neatness, good grooming, and fitness habits (27%).

Science and Technology Occupations

The six most difficult to find qualities according to supervisory responses were: adapting and adjusting to change, is flexible (36%); budgeting time effectively (36%); exhibits pride in workmanship(27%); cooperates effectively with clients and fellow workers (27%); demonstrates initiative on the job (27%); and understands that one is paid relative to the value of work (27%).

Mechanic and Repair Occupations

The five most difficult to find qualities according to supervisory responses were: exhibits positive work attitude (56%); understands the interrelated role of management and labor (56%); exhibits pride in workmanship (44%); reacts positively to constructive criticism (44%); and recognizes the difference between satisfaction from having earned something from being given something (44%).

Companies of 1-25 Employees

The five most difficult to find qualities according to supervisory responses in companies of 1-25 employees were: adapting and adjusting to change, is flexible (30%); values checking own work for thoroughness and accuracy (26%); exhibits positive work attitude (21%); regular in attendance (21%); and is punctual (21%).

Companies of 26-50 Employees

In this category, very few responses were made. Only two qualities were listed above the 10% minimum level. These two qualities were: exhibits positive work attitude(23%); and adapting and adjusting to change, is flexible (23%).

Companies of 51-100 Employees

The three most difficult to find qualities according to supervisory responses in companies of 51-100 employees were: exhibits positive work attitude (39%); exhibits pride in workmanship(39%) and maintains good health, neatness, good grooming and fitness habits (27%).

Companies of 101-500 Employees

The five most difficult to find qualities according to supervisory personnel in companies of 101-500 employees were: exhibits pride in workmanship (51%); exhibits positive work attitude (46%); reading, writing and speaking effectively (33%); regular in attendance (20%); and communicates effectively with clients and fellow workers(20%).

Companies of 500 or more Employees

The four most difficult to find qualities according to supervisory respondents in these large companies were: exhibits pride in workmanship (26%); reading, writing and speaking effectively (26%); adapting and adjusting to change, is flexible (22%); and budgeting time effectively (22%).

Summary of The Most Difficult Skills, Attitudes and Values Reported By Various Respondent Groups.

A total of 15 most difficult to find SAV's were identified by respondents taken together. When looking at the sub-groups and comparing them with the overall list of skills, attitudes and values selected as most difficult to find, we again find a very wide range of agreement between sub-group and total group. Respondents in companites of 51-100 employees singled out 13 out of the 15 most difficult to find SAV's identified by the total group. On the other hand, Service and Mechanical and Repairer occupation supervisors identified only 5 most difficult to find SAV's compared to the 15 identified by all respondents taken together.

OVERALL RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=154)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
1	V18	Desires upward economic mobility	50	41
2	A2	Cooperates with fellow workers	32	26
3	S12	Operating tools and equipment relevent to job	26	21
4	V7	Respects an individual's rights and responsibilities for a self-determined lifestyle	22	18
6	S4	Performing tasks requiring manual - perceptual skills	20	16
6	V10	Willingly acquires additional training and education relevant to job function	20	16
6	S15	Understanding and following oral and written instructions	19	16
8	A10	Practices safety towards self and others	16	13
9	V3	Demonstrates integrity, tells the truth, keeps promises, pays debts	15	12
10.5	V4	Maintains good health, neatness, grooming and fitness habits	14	11
10.5	A12	Assumes personal responsibility for the consequences of his/her choices	13	11
13	A21	Understands the economic relationship between the employee's productivity and the employer's success, and vice versa	10	8
13	V2	Values own worth and dignity	10	8
13	V12	Uses ethical standards of conduct	10	8
15	S23	Communicating effectively with clients and fellow workers	8	7
16.5	A6	works independently when necessary	6	5
16.5	V23	Is courteous and respectful to clients and fellow workers	6	5
21	S6	Applying computation skills	5	4
21	A1	Appreciates individual differences	5	4
21	A5	Exhibits positive work attitude	5	4
21	A16	Demonstrates that one is a responsible worker	5	4
21	V25	Doesn't waste time	5	4
27.5	S19	Organizing self and situations to accomplish tasks	4	3
27.5	A9	completes assignments on time	4	3
27.5	A15	Reacts positively to competitive situations, win or lose	4	3
27.5	V11	Is independent and self-reliant	4	3
27.5	V15	Understands that one is paid relative to the value of work	4	3
27.5	V16	Understands the interrelated role of management and labor	4	3
40.5	S5	Making appropriate "next-step" choices	3	2
40.5	S7	Planning, making or assembling job-related items	3	2
40.5	S14	Reading, writing and speaking effectively	3	2
40.5	S17	Relating basic procedures/principles to specific work areas	3	2

OVERALL
RANK ORDER LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST COMMON (N=154)

RANK ORDER LIST	QUALITY		# of RESPONDENTS	% OF RESPOND.
40.5	A4	Adjusting behaviors to meet employer's changing values and needs	3	2
40.5	A13	Compromises/exercises influence in the achievement of group goals	3	2
40.5	V24	Positive, outgoing behavior; is enthusiastic	3	2
40.5	S2	Using measurements, equivalents, ratios and proportions	2	2
40.5	S9	Applying concepts, principles and procedures to circumstances different from those in which learned	2	2
40.5	S13	Adapting/adjusting to change; is flexible	2	2
40.5	S21	Anticipating needs of job and/or clients	2	2
40.5	S26	Uses imagination	2	2
40.5	S27	Asks questions	2	2
40.5	S28	Knows metrics	2	2
40.5	A3	Copes with authority in constructive ways	2	2
40.5	A14	Copes with varying expectations from supervisors to perform satisfactorily in work situations	2	2
40.5	A17	Practices behaviors that contribute to job retention and/or advancement	2	2
40.5	A25	Is neat about work	2	2
40.5	V5	Exhibits pride in workmanship	2	2
40.5	V19	Strives for excellence and competence	2	2
59	S8	Developing and interpreting statistical data	1	1
59	S16	Adjusting, repairing and maintaining job-related equipment	1	1
59	S18	Implementing/modifying plans on basis of feedback	1	1
59	S20	Maintaining accurate and appropriate records	1	1
59	S24	Meets quality standards	1	1
59	A7	Develops ideas to improve methods	1	1
59	A8	Understands and accepts the apprentice role	1	1
59	A20	Handles stress on the job	1	1
59	A24	Is open and candid, not temperamental	1	1
59	V1	Maintains self-discipline	1	1
59	V9	Views all honest work as honorable	1	1
59	V14	Has basic understanding and appreciation of the free enterprise system	1	1
59	V17	Recognizes the difference between satisfaction from having earned something from being given something	1	1
59	V20	Is regular in attendance	1	1
59	V21	Is punctual; on time	1	1
59	V22	Works hard and consistently	1	1
59	V26	Pays attention; listens	1	1

TABLE VI

SUMMARY OF MOST COMMON SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENTS

TABLE NO.	V	XXX	XXXI	XXXII	XXXIII	XXXIV	XXXV	XXXVI	XXXVII	XXXVIII	XXXIX	XL
CATEGORY	All Groups	Ind Prod	Office Related	Service	Sales	Science & Tech	Mech & Rep	1-25 Employ	26-50 Empl.	51-100 Empl.	101-500 Employ.	501+ Empl.
QUALITY												
V-18 Desires upward economic mobility	41*	38	50	38	55	40	36	58	--	46	48	32
A-2 Cooperates with fellow workers	26	38	35	25	36	20	45	32	17	36	28	41
S-12 Operating tools and equipment relevant to the job	21	18	15	25	--	20	--	32	25	14	24	18
V-7 Respects an individual's rights and responsibilities for a self-determined lifestyle	18	20	23	--	--	20	--	21	--	21	21	15
S-4 Performing tasks requiring manual-perceptual skills	16	20	12	--	36	--	--	21	--	21	14	15
S-15 Understanding and following oral and written instructions	16	10	--	--	36	20	36	--	17	14	14	24
V-10 Willingly acquires additional training and education relevant to job function	16	--	--	--	--	40	36	--	17	25	--	18
A-10 Practices safety towards self, and others	13	18	--	25	27	20	--	21	--	14	--	21
V-3 Demonstrates integrity, tells the truth, keeps promises, pays debts	12	18	--	25	--	--	--	--	17	--	17	--
A-12 Assumes personal responsibility for the consequences of his/her choices	11	10	--	--	27	20	--	21	--	--	14	--
V-4 Maintains good health, neatness, good grooming, and fitness habits	11	--	--	25	27	--	27	--	--	--	17	--
S-23 Communicates effectively with clients and fellow workers	7	13	--	25	--	--	--	--	--	--	--	--
V-12 Uses ethical standards of conduct	8	--	12	--	--	--	--	--	17	--	--	--
V-13 Demonstrates that one is a responsible worker	4	--	--	--	--	--	--	--	--	--	--	--
S-6 Applying computational skills	4	--	--	25	--	--	--	--	--	--	--	--
A-1 Appreciates individual differences	4	--	--	25	--	20	--	--	--	--	--	--
A-21 Understands the economic interrelationship between the employee's productivity and the employers success and vice versa	8	--	--	--	27	--	--	--	--	--	14	--
V-2 Values own worth and dignity	8	--	--	--	27	--	--	--	--	--	--	--

*Numbers in tables represent the percent of a group of respondents selecting need area.

MOST COMMON SKILLS, ATTITUDES AND VALUES

The skills, attitudes and values respondents considered most commonly found in newly graduated vocational program students given in rank order is provided in Table V. A total of 11 SAV's were selected by 10% or more of respondents. Of these 11, 3 were skills, 3 were attitudes, and 5 were values. Three of the SAV's were selected by over 20% of the population. These were: desires upward economic mobility, (41%); cooperates with fellow workers, (26%); and operating tools and equipment relevant to the job, (21%). Table VI presents a summary of the most common skills, attitudes and values reported by various respondent groups.

Industrial Production Occupations

The four highest ranked commonly found skills, attitudes and values as reported by supervisory respondents were: desires upward and economic mobility (38%); cooperates with fellow workers (38%); respects an individual's rights and responsibilities for self-determined life style (20%); and performing tasks requiring manual/perceptual skills (20%).

Office Related Occupations

The three most common qualities according to supervisory respondents were: desires upward economic mobility (50%); cooperates with fellow workers(35%); and respects an individual's rights and responsibilities for a self-determined life style (23%).

Service Occupations

Only one major quality was selected by service occupation respondents. This quality was: desires upward economic mobility (38%).

Sales Occupations

The four most common qualities according to supervisory respondents were: desires upward economic mobility (55%); cooperates with fellow workers (36%); performing tasks requiring manual/perceptual skills (36%); and understanding and following oral and written instructions (36%).

Science and Technology

Two qualities were considered most common by respondents in this category. They were: desires upward economic mobility (40%); and willingly acquires additional training and education relevant to job function (40%).

Mechanic and Repairer Occupations

A total of four most common qualities according to supervisory respondents were identified. They were: cooperates with fellow workers (45%); desires upward economic mobility (36%); understanding and following oral and written instructions (36%); and willingly acquires additional training and education relevant to job function (36%).

Companies of 1-25 Employees

The three most common qualities according to supervisory respondents were: desires upward economic mobility (58%); cooperates with fellow workers (32%); and operating tools and equipment relevant to job (32%).

Companies of 26-50 Employees

One quality was identified as most common in this category. That quality was: operating tools and equipment relevant to job (25%).

Companies of 51-100 Employees

The two most common qualities according to supervisory respondents were: desires upward economic mobility (46%); and cooperates with fellow workers (36%).

Companies of 101-500 Employees

The one quality identified as most common by respondents in this category was: desires upward economic mobility (48%).

Companies of 501 or more Employees

The two most common qualities according to supervisory respondents were: cooperates with fellow workers (41%); and desires upward economic mobility (32%).

Summary of the Most Common Skills, Attitudes and Values Reported By Various Respondent Groups

One quality was selected by all 11 respondent groups. That quality was: cooperates with fellow workers. The quality that received the highest overall ranking was: desires upward economic mobility; it was identified as most common by ten of the eleven sub-groups. The third quality considered the most common was: operating tools and equipment relevant to the job. That quality was identifed by 9 of the 11 sub-groups.

SIGNIFICANCE GIVEN TO GRADUATION, TRAINING, OR EXPERIENCE BY SUPERVISORS

Supervisors were asked which combination of a) high school experience; b) vocational-training or course work; and c) prior work experience they preferred in a job applicant. Respondents ranked combinations of these three attributes from one to eight. Results are given below:

STATEMENT	MEAN RANKING
H.S. Graduate with Vo-Tech training and some work experience.	1.24
H.S. Graduate with Vo-Tech training and NO work experience.	2.97
H.S. Graduate with NO Vo-Tech. training and some work experience.	3.07
NO H.S. diploma with Vo-Tech training and some work experience.	3.87
H.S. Graduate with NO Vo-Tech training and NO work experience.	5.12
NO H.S. diploma with Vo-Tech training and NO work experience.	5.52

NO H.S. diploma with NO Vo-Tech training and some work experience. 6.32

NO H.S. diploma with NO Vo-Tech training and NO work experience. 7.88

Obviously supervisors preferred graduates with a diploma, course training in vocational area and some work experience. Virtually all respondents ranked that combination of attributes as number one. By the same token, students without a diploma, specific vocational training and prior work experience were ranked last. The purpose of this analysis was to determine the relative distribution of these three attributes.

The second ranked combination called for high school graduation and specific-course training but no prior work experience. Following that very closely in third place were students with a diploma and some work experience; but no specific vocational course work. In fourth place were students with specific training and prior experience, but no diploma.

In summary, respondents generally preferred high school graduation as the most important of the three attributes regardless of prior experience or specific vocational training. Secondly, respondents preferred specific Vo-Tech training over prior work experience.

RECOMMENDATIONS MADE BY RESPONDENTS

Recommendations to the final question, "If you were a member of a local vocational school board, what recommendations would you make to help the school prepare for the decade of the eighties?" were tallied and placed in rank order as given below:

SCHOOL SHOULD: (N = (157))	# RESP.	% RESP.
1. Insure competency in basics: Reading, writing, math, spelling, grammar, science.	57	36
2. Require punctuality, regular attendance, homework and good citizenship to foster student self-discipline; criticize constructively, and discipline negative behavior.	51	32
3. Teach communications, interpersonal skills, ethics and "life skills" (drivers' ed., family living, budgeting, etc.)	41	26
4. Expand Co-op, work-study and apprenticeship programs for both sexes in skilled trades.	31	20
5. Increase prestige of Vocational Education - don't separate it from "college-bound" population or standards.	29	18
6. Demand and reward neatness, to foster accuracy and pride in work.	29	18
7. Update equipment and instruction; include more interesting "hands-on" practical instruction to simulate real work situation.	28	18
8. Make students earn grades and diplomas; encourage work ethic; help them set longer-range goals.	28	18
9. Teach courses in computer operations, programming, and data processing.	23	15
10. Involve businesses more; assess needs and changes; tour facilities; invite speakers to classes, etc.	21	13
11. Teach business dynamics: starting at entry level; labor-production-profit cycle; group effort, etc.	21	13

12. Better career counseling - encourage talent and skill in trades and academics; don't steer everyone toward college!	19	12
13. Return to stricter dress and grooming code for neatness, health and fitness.	18	11
14. Teach stress management, efficient use of time, flexibility.	15	10
15. Increase # of classes, in electronics/mechanics.	12	8
16. Teach job retention skills; competion factor, applications, interview, office decorum, dress, cooperation.	11	7
17. Have more classes in diesel, hydraulic and pneumatic mechanics, not just "auto mechanics."	11	7
18. Emphasize metrics.	10	6

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

The occupational projections supplied by respondents were not directly related to SAV's required for newly graduated vocational program students. Each respondent was asked to project - for the next 5 to 10 years - which job classifications were expected to increase or decrease in his/her company. The information provided in Table VII - A, B and C gives us a summary of these occupational projections. Specific information concerning each of these occupations can be found in the tables placed in Appendix V. The results noted in Table VII-A are as follows:

The five occupational clusters expecting the largest average numerical increase per company in the Northwest region are:

1. Office occupations	155
2. Social Service occupations	150
3. Scientific and Technical	52
4. Indust. Prod. & Related	44
5. Health Occupations	41

The five occupational clusters expecting the largest percentage increase in the Northwest region are:

1. Transportation Occupations	176%
2. Construction Occupations	157%
3. Social Service Occupations	68%
4. Sales Occupations	65%
5. Performing Arts, Design, & Communications	52%

The only occupational cluster expecting both a high numerical increase and percentage increase is Social Service Occupations, specifically cooperative extension service workers, homemaker - home health aides, social service aides and social workers.

There were no occupational clusters expecting a decrease.

TABLE VII-A
OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES
SUMMARY TABLE
OCCUPATIONAL CLUSTER RANK ORDER LISTS
BASED ON THE NUMBERICAL AND PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES

OCCUPATIONAL CLUSTER NAME	AVG. INCREASE OR DECREASE IN EMPLOYEES	AVERAGE # OF EMPLOYEES PER COMPANY	% INCREASE OR DECREASE IN EMPLOYEES IN NEXT DECADE
Numerical Increase/Decrease			
Office Occupations	155	329	47%
Social Service Occupations	150	220	68%
Scientific & Tech. Occupations	52	250	20%
Industrial Production & Related	44	185	23%
Health Occupations	41	340	12%
Transportation Occupations	37	21	176%
Construction Occupations	33	21	157%
Perform. Arts, Design & Comm.	25	48	52%
Service Occupations	16	174	9%
Sales	15	23	65%
Mechanics & Repairers Occupations	15	62	24%
Percentage Increase/Decrease			
Transportation Occupations	37	21	176%
Construction Occupations	33	21	157%
Social Service Occupations	150	220	68%
Sales Occupations	15	23	65%
Perform. Arts, Design & Comm.	25	48	52%
Office Occupations	155	329	47%
Mechanics & Repairers Occupations	15	62	24%
Industrial Prod. & Related Occu.	52	250	23%
Scientific & Technical Occupations	52	250	20%
Health Occupations	41	340	12%
Service Occupations	16	174	9%

The results noted in Table VII-B are as follows:

The ten occupations expecting the largest average numerical increase per company in the Northwest region are:

1.	Other Social Service Occupations	150
2.	Administrative Occupations	50
3.	Computer Occupations	36
4.	Construction Occupations	33
5.	Other Scientific Occupations	32
6.	Clerical Occupations	31
7.	Banking Occupations	30
8.	Medical Technician & Assistant Occupations	26
9.	Other Industrial Occupations	25
10.	Driving Occupations	22

The results noted in Table VII-C are as follows:

The ten occupations expecting the largest percentage increase in the Northwest region are:

1.	Foundry Occupations	450%
2.	Design Occupations	233%
3.	Driving Occupations	200%
4.	Construction Occupations	157%
5.	Air Transportation Occupations	150%
6.	Banking Occupations	70%
7.	Other Social Service Occupations	68%
8.	Sales Occupations	65%
9.	Personal Service Occupations	62%
10.	Computer Occupations	59%

Occupations expecting a large increase in both numbers and percentage of employees are:

1. Other Social Service Occupations
2. Construction Occupations
3. Computer Occupations
4. Banking Occupations
5. Driving Occupations

TABLE VII-B
OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES
SUMMARY TABLE

RANK ORDER LIST BASED ON THE NUMERICAL INCREASE OR DECREASE IN EMPLOYEES

OCCUPATION NAME	AVG. INCREASE OR DECREASE IN EMPLOYEES	÷	AVERAGE # OF EMPLOYEES PER COMPANY	=	% INCREASE OR DECREASE IN EMPLOYEES IN NEXT DECADE
Other Social Service Occupations	150		220		68%
Administrative Occupations	50		99		51%
Computer Occupations	36		61		59%
Construction Occupations	33		21		157%
Other Scientific Occupations	32		60		53%
Clerical Occupations	31		82		38%
Banking Occupations	30		43		70%
Medical Technician & Asst. Occupations	26		50		52%
Other Industrial Occupations	25		109		23%
Driving Occupations	22		11		200%
Communications Occupations	18		45		40%
Engineering Occupations	17		111		15%
Food Service Occupations	16		97		16%
Sales Occupations	15		23		65%
Nursing Occupations	15		290		5%
Air Transportation Occupations	15		10		150%
Cleaning Occupations	9		30		30%
Foundry Occupations	9		2		450%
Personal Service Occupations	8		13		62%
Telephone Craft Occupations	8		36		22%
Machining Occupations	8		40		20%
Insurance Occupations	8		44		18%
Design Occupations	7		3		233%
Mechanics & Other Rep. Occupations	7		26		27%
Protective Service Occupations	2		10		20%
Physical Science Occupations	2		20		10%
Printing Occupations	2		34		6%
Life Science Occupations	1		59		2%
Other Service Occupations	-19		24		-79%

TABLE VII-C

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES
SUMMARY TABLE

RANK ORDER LIST BASED ON THE PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES

OCCUPATION NAME	AVG. INCREASE OR DECREASE IN EMPLOYEES	÷	AVERAGE # OF EMPLOYEES PER COMPANY	=	% INCREASE OR DECREASE IN EMPLOYEES IN NEXT DECADE
Foundry Occupations	9		2		450%
Design Occupations	7		3		233%
Driving Occupations	22		11		200%
Construction Occupations	33		21		157%
Air Transportation Occupations	15		10		150%
Banking Occupations	30		43		70%
Other Social Service Occupations	150		220		68%
Sales Occupations	15		23		65%
Personal Service Occupations	8		13		62%
Computer Occupations	36		61		59%
Other Scientific Occupations	32		60		53%
Medical, Technical, and Assistant Occupations	26		50		52%
Administrative Occupations	50		99		51%
Communications Occupations	18		45		40%
Clerical Occupations	31		82		38%
Cleaning Occupations	9		30		30%
Mechanics & Other Repairers Occupations	7		26		27%
Other Industrial Occupations	25		109		23%
Telephone Craft Occupations	8		36		22%
Protective Service Occupations	2		10		20%
Machining Occupations	8		40		20%
Insurance Occupations	8		44		18%
Food Service Occupations	16		97		16%
Engineering Occupations	17		111		15%
Physical Science Occupations	2		20		10%
Printing Occupations	2		34		06%
Nursing Occupations	15		290		05%
Life Science Occupations	1		59		02%
Other Service Occupations	(19)		24		(79)

It is important to note here that the projections presented in Table VII were based on very limited data, derived from the sample population visited to complete the skills, attitudes and values survey. But this listing was unique in that it represented occupations found within or surrounding Hunterdon and Sussex counties, which provided the base point for the projections. Therefore, these projections represent the northwest region alone and do not include projections involving Allentown, Port Jervis, or Newark, which would be true of Census Department job projections using various metropolitan regions as a base.

3. INTERPRETATION OF FINDINGS

In the problem section of this report questions were posed. In this section these questions are presented followed by conclusions drawn from the findings.

Q.: What were the perceptions of the skills, attitudes, and values considered most important by potential employers in the region?

A.: The five SAV's considered most important by supervisory respondents were:

1. Demonstrates initiative on the job (attitude)
2. Understands and follows oral and written instructions (skill)
3. Exhibits positive work attitude (attitude)
4. Cooperates with fellow workers (attitude)
5. Exhibits pride in workmanship (value)

Q.: How important were skills (especially basic skills) relative to values and attitudes?

A.: Respondents considered values and attitudes as critical. Of the top 20 SAV's, 8 were skills, 9 were attitudes, and 3 were values. Such attitudes as demonstrating initiative, exhibiting positive work attitude, cooperating with fellow workers, using time and energy efficiently and reacting positively to constructive criticism were considered as important if not more important than knowledge of specific-skills. The major skills areas considered important included: understanding and following oral and written instructions; operating tools and equipment relevant to job; communicating effectively; and adapting to change. At the bottom of the top twenty list of most important SAV'S was reading, writing and speaking effectively.

Q.: Was the blend of SAV'S considered most important unique for each of the major occupational clusters?

A.: Yes! Differences were quite pronounced for occupational clusters. Respondents in service and sales occupations reported many different SAV'S as most important for their fields. Differences were noted for the other occupational clusters as well.

Q.: Were there distinctions in perception of SAV's considered most important based on the size of the company?

A.: Yes, but the differences were not quite as pronounced as for the occupational clusters. Many qualities, however, were ranked high by one group of respondents and ranked lower by another group.

Q.: What were the perceptions of the skills, attitudes, and values considered most difficult to find by potential employers in the region?

A.: The five SAV'S considered most difficult to find by supervisory respondents were:

1. Exhibits positive work attitude (attitude)
2. Exhibits pride in workmanship (value)
3. Reading, writing and speaking effectively (skill)
4. Adapting and adjusting to change, is flexible (skills)
5. Reacts positively to constructive criticism (attitude)

Q.: How difficult to find were skills (especially basic skills) relative to values and attitudes?

A.: Respondents considered values and attitudes as critically difficult to find. Of the top 15 SAV'S, 4 were skills, 4 were attitudes, and 7 were values.

Q.: Was the blend of SAV'S most difficult to find unique for each of the major occupational clusters?

A.: Yes! Differences were quite pronounced for occupational clusters. Respondents in service and sales occupations reported many different SAV's as most difficult to find. Differences were noted for the other occupational clusters as well.

Q.: Were there distinctions in perception of SAV'S considered most difficult to find based on the size of the company?

A.: Yes, but the differences were not quite as pronounced as for the occupational clusters.

Q.: What were the perceptions of the skills, attitudes, and values considered most common by potential employers in the region?

A.: The five SAV'S considered most common by supervisory respondents were:

1. Desires upward economic mobility (value).
2. Cooperates with fellow workers (attitude).
3. Operates tools & equipment relevant to the job (skill).
4. Respects an individual's rights and responsibilities for a self-determined life style. (value)
5. Performs tasks requiring manual-perceptual skills (skill).

Q.: How common were skills relative to attitudes and values?

A.: Respondents found a balance of common skills, attitudes, and values in vocational students. Of the top 10 SAV'S, 3 were skills, 3 were attitudes, and 4 were values.

Q.: Was the blend of SAV'S considered most common unique for each of the major occupational clusters?

A.: Yes! Differences were quite pronounced for occupational clusters.

Q.: Were there distinctions in perception of SAV'S considered most common based on the size of the company?

A.: Yes, there were differences based on the size of the company.

Q.: What was the relationship between SAV'S selected as most important and those selected as most difficult to find?

A.: Respondents generally selected similar SAV'S for the qualities judged most important and the qualities judged most difficult to find.

Two qualities--exhibiting positive work attitude and exhibiting pride in workmanship -- were identified in the top 5 SAV'S on both lists. A major school function -- reading, writing and speaking effectively -- was ranked third on the most difficult to find list and ranked 20th on the most important SAV list.

4. DISSEMINATION ACTIVITIES PLANNED AND/OR IMPLEMENTED

The following steps will be taken to disseminate the results of this study.

1. Copies of the final report will be provided to the vocational schools in the six Northwest counties.

2. Copies of the final report will be provided to the County Career Education Coordinating Councils in the Northwest region.

3. Presentations of survey results will be given to members of the Sussex, Hunterdon and Somerset County Career Education Coordinating Councils.

4. Summary study results will be mailed to those business leaders who participated in the study and who expressed interest in receiving a copy.

5. A sound-slide study summary will be prepared and offered to schools as an introduction to the study results and as motivation to implement study results.

6. A copy of the final report will be sent to the Vocational Research Library at Ohio State University, Vocational Education Division.

7. Summary study results will be provided to vocational units throughout New Jersey.

5. STRATEGIES OR ACTIVITIES EMPLOYED TO ELIMINATE SEX BIAS AND SEX ROLE STEREOTYPING.

This study was carried out using approximately 10 different EIC-NW staff members of both sexes. Interviewers were both males and females. Potential clients were assigned to interviewers on a random basis.

C. SUMMARY

1. CONCLUSIONS

Vocational schools claim as their primary educational role, the development of students' academic and vocational skills, attitudes and values. These qualities enable students to obtain and hold jobs in the vocational arena. The primary aim of this survey was to determine if employers in the Northwest region of New Jersey felt that the qualities provided through vocational education programs were the ones regarded as most important for the decade of the eighties. Survey respondents listed the qualities (skill, attitudes and values) they regarded as most important; then they listed the qualities which were perceived to be most difficult to find and those most commonly found in vocational school graduates.

Those qualities considered both most important and most difficult to find could be viewed as qualities that need to be appended to or emphasized more in vocational school curricula of the eighties. At the same time, those qualities considered both most important and most common in vocational school graduates could be viewed as qualities that were already well provided by vocational schools.

There were many things respondents found that were well done by vocational schools and were evident in the qualities brought to the workplace by vocational school graduates. The following list identified those qualities considered both Most Important in job entrants and Most Commonly found in job entrants:

* Cooperates with fellow workers
* Operating tools and equipment relevant to the job
* Performing tasks requiring manual-perceptual skills
* Understanding and following oral and written instructions
* Willingly acquires additional training and education relevant to job function
* Practices safety toward self, and others
* Communicates effectively with clients and fellow workers
* Understands the economic interrelationship between the employee's productivity and the employer's success and vice versa

A number of other qualities were identified by respondents as those considered Most Important and Most Difficult to Find in new job entrants. These were the qualities that need development in the decade of the eighties:

* Exhibits positive work attitude
* Exhibits pride in workmanship
* Reading, writing and speaking effectively
* Adapting and adjusting to change, is flexible
* Reacts positively to constructive criticism
* Values checking own work for thoroughness and accuracy
* Communicates effectively with clients and fellow workers
* Demonstrates initiative on the job
* Budgeting time effectively
* Uses time and energy efficiently
* Understands and follows oral and written instructions
* Copes with authority exercised by others in constructive ways

There are duplications of "Most Important" qualities in both the "Most Commonly Found" and "Most Difficult to Find" lists. This occurs because a high number of certain size/type of companies found that their job applicants frequently possessed those qualities, while an equal number of other size/type companies found those same qualities to be conspicuously lacking in new job applicants.

Summary Conclusions

1. As noted in the two lists, business and industry survey respondents reported that many of the same work skills, attitudes and values identified as most important were also identified as most difficult to find in vocational program job applicants. Some of the qualities regarded as most important were also regarded as most commonly found in vocational program job applicants.

2. Business and industry survey respondents identified more attitudes and values as most important and most difficult to find than skills. The mix of skills, attitudes and values identified by most respondents stressed the need to help students develop values and attitudes.

3. Survey respondents from specific occupational clusters reported many skills, attitudes and values that were high ranked for their occupations but were not as high ranked by respondents from other occupational clusters. Differences in the qualities desired of vocational school graduates were noted from occupation to occupation.

4. Survey respondents from companies of differing size also varied in their selection of high ranked skills, attitudes and values. Along with occupation type, company size was also a factor in the selection of skills, attitudes and values.

The study's results also highlighted two commonly held beliefs about vocational school needs. The first is that many of the jobs needed for the future are not presently being taught in vocational schools. Moreover, critics say vocational schools are now graduating students with skills they cannot use because jobs in those areas are not available.

This attitude was not typically held by the respondents of this survey. The more comon belief was that employers in the decade of the eighties will require job entrants to possess more of the high ranked attitudes and values as well as the basic skills of reading, writing and speaking. Some respondents identified

specific vocational programs needed. The programs identified were: classes in electronics, computer operations, programming, and data processing; and mechanics (diesel, hydraulic and pneumatic). Most respondents, however, made it quite clear to the interviewer that they wanted job applicants well grounded in basic skills and possessing the needed attitudes and values, and that they would then teach new employees how to handle specialized machines.

The second belief is that the vocational schools have old equipment that is out-of-date and that what is needed to ground students in vocational skills is new equipment.

Although this view was expressed by some respondents, it was not generally held by the business and industry supervisors interviewed. Much more interest was expressed by respondents, in stricter rules and regulations for students and in "no-nonsense" education. The two most commonly expressed pieces of advice given to vocational schools by respondents were:

1. Insure competency in basics: Reading, writing, math, spelling, grammar, and science. The common expression was: "Give us a kid with the basics."

2. Require punctuality, regular attendance, homework and good citizenship to foster student self-discipline, criticize constructively; and discipline negative behavior.

Finally, this researcher would like to highlight the major recommendations made by survey respondents. All comments (excluding the two just given which were ranked first and second) made by 10% or more of respondents are given below:

3. Teach communications, interpersonal skills, ethics and "life skills" (drivers' ed., family living, budgeting, etc.)

4. Expand Co-op, work-study and apprenticeship programs for both sexes in skilled trades.

5. Increase prestige of Vocational Education - don't separate it from "college-bound" population or standards.

6. Demand and reward neatness, to foster accuracy and pride in work.

7. Update equipment and instruction; include more interesting "hands-on" practical instruction to simulate real work situation.

8. Make students earn grades and diplomas; encourage work ethic; help them set longer-range goals.

9. Teach courses in computer operations, programming, and data processing.

10. Involve businesses more: assess needs and changes; tour facilities; invite speakers to classes, etc.

11. Teach business dynamics: starting a job at entry level; labor = production = profit cycle; group effort, etc.

12. Better career counseling - encourage talent and skill in trades and academics; don't steer everyone toward college!

13. Return to stricter dress and grooming code for neatness, health and fitness.

14. Teach stress management, efficient use of time, flexibility.

RECOMMENDATIONS

The recommendation of this study is that the conclusions be examined by the vocational-technical schools of New Jersey. The conclusions should be used to examine present curricula content and methods with the view to revision or inclusion of key findings into vocational course offerings. The one striking comment made over and over again (off the record) by respondents was, "Will anybody really use the information we are providing?" There was a general disbelief in the business and industry community interviewed through this study that these results would be used to revise curricula or for any worthwhile purpose. Respondents often stated their concern that the educational bureaucracy and the committee system might bury the findings. Therefore, it is hoped that the study results will be used to better align vocational schools with the business and industry community.

APPENDIX I

CHAMBER OF COMMERCE SUPPORT LETTERS
SURVEY INSTRUMENT
OCCUPATIONAL CLASSIFICATION GUIDE

HUNTERDON COUNTY CHAMBER OF COMMER

One Main Street
P.O. Box 438, Flemington, N.J. 08822
201-782-5955

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Ronald Subber
Ronald Subber Associates
Clinton

George Wickard
New Jersey Telephone Company
Clinton

Dear HCCC Member:

On behalf of the Board of Directors, I am pleased to introduce the Educational Improvement Center of Northwest New Jersey. EIC-NW is cooperating with the Hunterdon County Career Coordinating Council in a timely project, the results of which will assure that vocational and technical school graduates will be fully qualified for the positions available within the business community.

Since an assessment of employer needs, both current and projected, is the cornerstone of this project, we are asking you to make a significant commitment. We are not talking about money, we are talking about time. An EIC-NW representative will require approximately an hour with a member of senior management, preferably yourself, and another hour or so with a line supervisor.

The accompanying material explains the program. The importance of your input cannot be overstated; I am certain we can count on your full cooperation.

Sincerely,

M. WILLIAM BENNER
President

MWB:rah

Somerset Valley
Chamber of Commerce
31 NORTH BRIDGE ST., SOMERVILLE, NEW JERSEY, 08876 201-725-1552

January 7, 1981

Dear Member and Friend:

The Chamber of Commerce stands behind any effort that attempts to improve upon the qualifications and skills of prospective employees coming into the job market.

The purpose of this letter is to introduce you to one such effort being conducted by the New Jersey State sponsored Educational Improvement Center of Northwest New Jersey (EIC-NW) in Morris Plains. Their territory includes the six Northwestern counties of Hunterdon, Morris, Passaic, Somerset, Sussex, and Warren.

EIC-NW is cooperating with the Somerset County Career Education Coordinating Council, which the Chamber serves on, in a program designed to bring the qualifications of graduates from the regional vocational and technical schools more in line with the requirements of employers in the area.

I earnestly hope that you give your wholehearted cooperation to this worthwhile program as further explained in the materials enclosed.

Sincerely,

W. Stuart Cameron

W. Stuart Cameron
Executive Vice President

WSC/bdp

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
In cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

I. PURPOSES:

1. To provide for vocational educators in Hunterdon and Sussex Counties curricular guidelines based upon the skills, attitudes and values specifically required by potential employers in their vicinity.

2. Further, to provide the vocational educators in Hunterdon and Sussex Counties with an index of those skills, attitudes and values which employers find most conspicuously lacking in current job applicants, as well as those most commonly viewed as strengths in applicants.

3. To provide Hunterdon and Sussex county vocational planners with an informal index of future job markets based upon the plans of the employers surveyed.

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
in cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

INTRODUCTION:

The purpose of this survey is to give the employer a chance to inform the vocational-technical faculties of Hunterdon and Sussex counties concerning skills, attitudes, and values which the employer will require of potential employees in the decade of the eighties. Specifically, we are concerned with those skills, attitudes, and values employers believe can and should be an essential and indispensable part of vocational-technical programs.

This survey is divided into two sections. The first section requests information regarding your company's present and planned status. The second section focuses on specific jobs (found in your company) and their requirements. For each job category, seperate skill, attitude, and value statements are required.

SECTION I

This section should be completed by an individual completely knowledgeable concerning the company.

RESPONDENT COMPLETING THE FORM

1. NAME _____
2. POSITION _____
3. NUMBER OF YEARS IN POSITION _____
4. NUMBER OF YEARS WITH ORGANIZATION _____

ORGANIZATION BACKGROUND

5. ORGANIZATION NAME _____
6. FOUNDING DATE _____
7. PRODUCT(S) OR SERVICE(S) _____

   _____

   _____

   _____

8. TYPE OF BUSINESS

   ☐ One Owner

   ☐ Partnership

   ☐ Company/Corporation

9. CLASSIFICATION

   ☐ Independent

   ☐ Branch/Division

   ☐ Subsidiary

10. Please check the appropriate box below. Indicate the total number of persons employed by your company. (Include supervisory, administrative, part and full time employees).

- ☐ 1 - 25
- ☐ 26 - 50
- ☐ 51 - 100
- ☐ 101 - 500
- ☐ 501 - Over 1,000

11. Please complete the chart below by indicating the present number and positions of your company's employees from president to maintenance staff. Begin with president, vice-president, salesmen, etc.

SPECIFIC JOB CAPACITIES (Production Officers, Sales, Etc.)	Number of Employees*

*Forty hours of part-time service equals one full-time position.

12. Do you anticipate any increases or decreases in your company's staff size in the next decade?

☐ Yes ☐ No

If yes, what is the estimated total number of employees by which you expect your company may increase or decrease?

Select one:

May Increase	May Decrease
☐ 1-5	☐ 1-5
☐ 6-25	☐ 6-25
☐ 26-50	☐ 26-50
☐ 51-100	☐ 51-100
☐ Over 100	☐ Over 100

13. Using the chart below, indicate those specific job categories in which the increase or decrease will probably occur. In addition, include any new job categories which are anticipated with their probable numbers. Use either columns two(2) or three (3) for each job category.

(1) JOB CATEGORY	(2) INCREASE	(3) DECREASE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
in cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

SECTION II: SUPERVISOR'S REPORT

Items of this section should be completed by individuals who most closely supervise the performance of specific jobs within the organization.

Examples: foreman, manager, office manager, shop foreman, etc.

In this section we hope to determine the specific skills, values and attitudes considered most essential to successful employment in specific job categories by their respective supervisors.

A Section II form should be completed by a supervisor for each job category in your company. In small companies or businesses the number of Section II forms required will equal the number of supervisory personnel.

1. Name of Responding Supervisor _____

   Title _____

   Company Name _____

   Department or Job Category for Which Supervisor is Responsible

   _____

   Number of Workers under Supervision _____

2. Directions:

   1. In the space provided, please list twenty (20) qualities (skills, attitudes or values) which you consider important in employees performing the jobs under your supervision. List them in any order. (See next page)

   2. Please do not include qualities which, while undeniably assets, cannot be influenced by education (e.g. height, beauty, etc.)

MOST IMPORTANT SKILLS, ATTITUDES AND VALUES REQUIRED OF EMPLOYEES.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

3. In the space provided, please select and list, from among the twenty (20) important qualities you seek in prospective employees, the five (5) which you consider most important.

Most Important Skills, Values or Attitudes Required of Employees

1. _____
2. _____
3. _____
4. _____
5. _____

4. In the space provided, please select and list from among the twenty (20) important qualities you seek in prospective employees, the five (5) which you consider least important.

1. _____
2. _____
3. _____
4. _____
5. _____

5. Please list those desirable skills, attitudes and values which, in your experience, are most difficult to find in job applicants.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

6. Please list the desirable skills, attitudes and values which seem most common among job applicants.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

7. From the following, which job applicant would you prefer? Rank 1 to 8 with 1 most preferred.

( ) 1. H.S. Graduate with Vo-Tech training and no work experience.

( ) 2. H.S. Graduate with Vo-Tech training and some work experience.

( ) 3. H.S. Graduate with no Vo-Tech training and no work experience.

( ) 4. H.S. Graduate with no Vo-Tech training and some work experience.

( ) 5. No H.S. diploma with Vo-Tech training and no work experience.

( ) 6. No H.S. diploma with Vo-Tech training and some work experience.

( ) 7. No H.S. diploma with no Vo-Tech training and no work experience.

( ) 8. No H.S. diploma with no Vo-Tech training and some work experience

8. If you were a member of a local school board from a vocational school, what recommendations would you make to help the school prepare for the decade of the 'Eighties?

Please note your recommendation in the space below.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

THIS LIST IS SUGGESTIVE. YOU MAY ADD SKILLS, ATTITUDES, AND VALUES YOU CONSIDER IMPORTANT.

SKILLS

S1 - Developing, interpreting graphs, charts, and tables.

S2 - Using measurements, equivalents, ratios and proportions.

S3 - Preparing reports and summaries.

S4 - Performing tasks requiring manual-perceptual skills.

S5 - Making appropriate "must-stop" choices.

S6 - Applying computational skills.

S7 - Planning, making, or assembling job-related items.

S8 - Developing and interpreting statistical data.

S9 - Applying concepts, principles and procedures to circumstances different from those in which learned.

S10 - Budgeting time effectively.

S11 - Calculating and estimating quantitatively.

S12 - Operating tools and equipment relevant to job.

S13 - Adapting and adjusting to change, is flexible.

S14 - Writing and speaking effectively.

S15 - Understanding and following oral and written instructions.

S16 - Adjusting, repairing, maintaining job-related equipment.

S17 - Relating basic procedures and principles to specific work areas.

S18 - Implementing, modifying plans on basis of feedback.

S19 - Organizing self and situations to accomplish tasks.

S20 - Maintaining accurate and appropriate records.

S21 - Anticipating needs of job and/or clients.

S22 - Instructing others in job-related tasks.

S23 - Communicating effectively with clients and fellow workers.

ATTITUDES

A1 - Appreciates individual differences

A2 - Cooperates with fellow workers.

A3 - Copes with authority exercised by others in constructive ways.

A4 - Adjusts behaviors to meet employers changing values and needs.

A5 - Exhibits positive work attitude.

A6 - Works independently when necessary.

A7 - Develops ways to change undesirable practices.

A8 - Understands and accepts the apprentice role.

A9 - Completes assignments on time.

A10 - Practices safety towards self, and others.

A11 - Reacts positively to constructive criticism.

A12 - Assumes personal responsibility for the consequences of his/her choices.

A13 - Both compromises and exercises influence in the achievement of group goals.

A14 - Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation.

A15 - Reacts positively to competitive situations, win or lose.

A16 - Demonstrates initiative on the job.

A17 - Practices behaviors that contribute to job retention or advancement.

A18 - Copes with failure.

A19 - Uses time and energy efficiently

A20 - Handles stress on the job.

A21 - Understands the economic interrelationship between the employee's productivity and the employers success and vice versa.

A22 - Accepts all honest work as honorable and having worth and dignity.

VALUES

V1 - Maintains self-discipline.

V2 - Values own worth and dignity.

V3 - Demonstrates integrity, tells the truth, keeps promises, pays debts.

V4 - Maintains good health, grooming and fitness habits.

V5 - Exhibits pride in workmanship.

V6 - Manages personal income effectively.

V7 - Respects an individual's rights and responsibilities for a self-determined lifestyle.

V8 - Values checking own work for thoroughness and accuracy.

V9 - Views all honest work as honorable, worthy, and dignified.

V10 - Willingly acquires additional training and education relevant to job function.

V11 - Is independent and self-reliant.

V12 - Uses ethical standards of conduct.

V13 - Demonstrates that one is a responsible worker.

V14 - Has basic understanding and appreciation of the free enterprise system.

V15 - Understands that one is paid relative to the value of work.

V16 - Understands the interrelated role of management and labor.

V17 - Recognizes the difference between the satisfaction from having earned something from being given something.

V18 - Desires upward economic mobility.

V19 - Strives for excellence and competence.

13 OVERALL JOB CLASSIFICATIONS AND SUBCLASSIFICATIONS

INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

Foundry occupations
- ____ Patternmakers
- ____ Molders
- ____ Coremakers

Machining occupations
- ____ All-round machinists
- ____ Instrument makers (mechanical)
- ____ Machine tool operators
- ____ Setup workers (machine tools)
- ____ Tool-and-die makers

Printing occupations
- ____ Compositors
- ____ Lithographers
- ____ Photoengravers
- ____ Electrotypers and sterotypers
- ____ Printing press operators and assistants
- ____ Bookbinders and bindery workers

Other industrial production and related occupations
- ____ Assemblers
- ____ Automobile painters
- ____ Blacksmiths
- ____ Blue-collar worker supervisors
- ____ Boilermaking occupations
- ____ Boiler tenders
- ____ Electroplaters
- ____ Forge shop occupations
- ____ Inspectors (manufacturing)
- ____ Millwrights
- ____ Motion picture projectionists
- ____ Ophthalmic laboratory technicians
- ____ Photographic laboratory occupations
- ____ Power truck operators
- ____ Production painters
- ____ Stationary engineers
- ____ Wastewater treatment plant operators
- ____ Welders

OFFICE OCCUPATIONS

Clerical occupations
- ____ Bookkeeping workers
- ____ Cashiers
- ____ Collection workers
- ____ File clerks
- ____ Hotel front office clerks
- ____ Office machine operators
- ____ Postal clerks
- ____ Receptionists
- ____ Secretaries and stenographers
- ____ Shipping and receiving clerks
- ____ Statistical clerks
- ____ Stock clerks
- ____ Typists

Computer and related occupations
- ____ Computer operating personnel
- ____ Programmers
- ____ Systems analysts

Banking occupations
- ____ Bank clerks
- ____ Bank officers and managers
- ____ Bank tellers

Insurance occupations
- ____ Actuaries
- ____ Claim representatives
- ____ Underwriters

Administrative and related occupations
- ____ Accountants
- ____ Buyers
- ____ City managers
- ____ College student personnel worker
- ____ Credit managers
- ____ Hotel managers and assistants
- ____ Lawyers
- ____ Marketing research workers
- ____ Personnel and labor relations wo
- ____ Purchasing agents
- ____ Urban planners

SERVICE OCCUPATIONS

Cleaning and related occupations
___ Building custodians
___ Hotel housekeepers and assistants
___ Pest controllers

Food service occupations
___ Bartenders
___ Cooks and chefs
___ Dining room attendants and dishwashers
___ Food counter workers
___ Meatcutters
___ Waiters and waitresses

Personal service occupations
___ Barbers
___ Bellhops and bell captains
___ Cosmetologists
___ Funeral directors and embalmers

Private household service occupations
___ Private household workers

Protective and related service occupations
___ Correction officers
___ FBI special agents
___ Firefighters
___ Guards
___ Police officers
___ State police officers
___ Construction inspectors (Government)
___ Health and regulatory inspectors (Government)
___ Occupational safety and health workers

Other Service occupations
___ Mail carriers
___ Telephone operators

EDUCATION AND RELATED OCCUPATIONS

Teaching occupations
___ Kindergarten and elementary school teachers
___ Secondary school teachers
___ College and university faculty
___ Teacher aides

Library occupations
___ Librarians
___ Library technicians and assistants

SALES OCCUPATIONS

___ Automobile parts counter workers
___ Automobile sales workers
___ Automobile service advisors
___ Gasoline service station attendants
___ Insurance agents and brokers
___ Manufacturers' sales workers
___ Models
___ Real estate agents and brokers
___ Retail trade sales workers
___ Route drivers
___ Securities sales workers
___ Travel agents
___ Wholesale trade sales workers

CONSTRUCTION OCCUPATIONS

___ Bricklayers, stonemasons, and marble setters
___ Carpenters
___ Cement masons and terrazzo workers
___ Construction laborers
___ Drywall installers and finishers
___ Electricians (construction)
___ Elevator constructors
___ Floor covering installers
___ Glaziers
___ Insulation workers
___ Ironworkers
___ Lathers
___ Operating engineers (construction machinery operators)
___ Painters and paperhangers
___ Plasterers
___ Plumbers and pipefitters
___ Roofers
___ Sheet-metal workers
___ Tilesetters

OCCUPATIONS IN TRANSPORTATION ACTIVITIES

Air transportation occupations
- ____ Air traffic controllers
- ____ Airplane mechanics
- ____ Airplane pilots
- ____ Flight attendants
- ____ Reservation and passenger agents

Merchant marine occupations
- ____ Merchant marine officers
- ____ Merchant marine sailors

Railroad occupations
- ____ Brake operators
- ____ Conductors
- ____ Locomotive engineers
- ____ Shop trades
- ____ Signal department workers
- ____ Station agents
- ____ Telegraphers, telephoners, and tower operators
- ____ Track workers

Driving occupations
- ____ Intercity busdrivers
- ____ Local transit busdrivers
- ____ Local truckdrivers
- ____ Local-distance truckdrivers
- ____ Parking attendants
- ____ Taxicab drivers

SCIENTIFIC AND TECHNICAL OCCUPATIONS

Conservation occupations
- ____ Foresters
- ____ Forestry technicians
- ____ Range managers
- ____ Soil conservationists

Engineers
- ____ Aerospace
- ____ Agricultural
- ____ Biomedical
- ____ Ceramic
- ____ Chemical
- ____ Civil
- ____ Electrical
- ____ Industrial
- ____ Mechanical
- ____ Metallurgical
- ____ Mining
- ____ Petroleum

Environmental scientists
- ____ Geologists
- ____ Geophysicists
- ____ Meterologists
- ____ Oceanographers

Life science occupations
- ____ Biochemists
- ____ Life scientists
- ____ Soil scientists

Mathematics occupations
- ____ Mathematicians
- ____ Statisticians

Physical scientists
- ____ Astronomers
- ____ Chemists
- ____ Physicists

Other scientific and technical occupations
- ____ Broadcast technicians
- ____ Drafters
- ____ Engineering and science technicia
- ____ Food technologists
- ____ Surveyors and surveying technicia

MECHANICS AND REPAIRERS

Telephone craft occupations
- ____ Central office craft occupations
- ____ Central office equipment installe
- ____ Line installers and cable splicer
- ____ Telephone and PBX installers and repairers

Other mechanics and repairers
- ____ Air-conditioning, refrigeration, heating mechanics
- ____ Appliance repairers
- ____ Automobile body repairers
- ____ Automobile mechanics
- ____ Boat-engine mechanics
- ____ Bowling-pin-machine machanics
- ____ Business machine repairers
- ____ Computer service technicians
- ____ Electric sign repairers

_____ Farm equipment mechanics
_____ Furniture upholsterers
_____ Industrial machinery repairers
_____ Jewelers
_____ Locksmiths
_____ Maintenance electricians
_____ Motorcycle mechanics
_____ Piano and organ tuners and repairers
_____ Shoe repairers
_____ Television and radio service technicians
_____ Truck mechanics and bus mechanics
_____ Vending machine mechanics
_____ Watch repairers

HEALTH OCCUPATIONS

Dental occupations
_____ Dentists
_____ Dental assistants
_____ Dental hygienists
_____ Dental laboratory technicians

Medical practitioners
_____ Chiropractors
_____ Optometrists
_____ Osteopathic physicians
_____ Physicians
_____ Podiatrists
_____ Veterinarians

Medical technologist, technician, and assistant occupations
_____ Electrocardiograph technicians
_____ Electroenecephalographic technologists and technicians
_____ Emergency medical technicians
_____ Medical laboratory workers
_____ Medical record technicians and clerks
_____ Operating room technicians
_____ Optometric assistants
_____ Radiologic (X-ray) technologists
_____ Respiratory therapy workers

Nursing occupations
_____ Registered nurses
_____ Licensed practical nurses
_____ Nursing aides, orderlies, and attendants

Therapy and rehabilitation occupations
_____ Occupational therapists
_____ Occupational therapy assistants
_____ Physical therapists
_____ Physical therapist assistants and aides
_____ Speech pathologists and audiologists

Other health occupations
_____ Dietitians
_____ Dispensing opticians
_____ Health services administrators
_____ Medical record administrators
_____ Pharmacists

SOCIAL SCIENTISTS

_____ Anthropologists
_____ Economists
_____ Geographers
_____ Historians
_____ Political scientists
_____ Psychologists
_____ Sociologists

SOCIAL SERVICE OCCUPATIONS

Counseling occupations
_____ School counselors
_____ Employment counselors
_____ Rehabilitation counselors
_____ College career planning and placement counselors

Clergy
_____ Protestant ministers
_____ Rabbis
_____ Roman Catholic priests

Other social service occupations
_____ Cooperative extension service workers
_____ Homemaker-home health aides
_____ Social service aides
_____ Social workers

PERFORMING ARTS, DESIGN, AND COMMUNICATIONS OCCUPATIONS

Performing artists
_____ Actors and actresses

_____ Dancers
_____ Musicians
_____ Singers

Design occupations
_____ Architects
_____ Display workers
_____ Floral designers
_____ Industrial designers
_____ Interior designers
_____ Landscape architects
_____ Photographers

Communications occupations
_____ Newspaper reporters
_____ Public relations workers
_____ Radio and television announcers
_____ Technical writers

APPENDIX II

MOST IMPORTANT

TABLE VIII

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=55)

QUALITY	# of RESPONDENTS	% of RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	7	13
S2-Using measurements, equivalents, ratios and proportions.	18	33
S3-Preparing reports and summaries	4	7
S4-Performing tasks requiring manual-perceptual skills.	26	47
S5-Making appropriate "next-step" choices	9	16
S6-Applying computational skills	16	29
S7-Planning, making, or assembling job-related items	16	29
S8-Developing and interpreting statistical data	2	4
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	7	13
S10-Budgeting time effectively	12	22
S11-Calculating and estimating quantitatively	6	22
S12-Operating tools and equipment relevant to job	30	55
S13-Adapting and adjusting to change, is flexible	22	40
S14-Reading, writing and speaking effectively	18	33
S15-Understanding and following oral and written instructions	37	67
S16-Adjusting, repairing, maintaining job-related equipment	14	25
S17-Relating basic procedures and principles to specific work areas	5	9

TABLE VIII
INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=55)

QUALITY	# of RESPONDENTS	% of RESPOND.
S18-Implementing, modifying plans as basis of feedback	5	9
S19-Organizing self and situations to accomplish tasks	16	29
S20-Maintaining accurate and appropriate records	10	18
S21-Anticipating needs of job and/or clients	5	9
S22-Instructing others in job-related rasks.	3	5
S23-Communicating effectively with clients and fellow workers	19	35
S24-Meets quality standards	4	7
S25-Completes tasks; is patient	0	0
S26-Uses imagination	2	4
S27-Asks questions	0	0
S28-Knowing metrics	1	2
A1-Appreciates individual differences	1	2
A2-Cooperates with fellow workers	30	55
A3-Copes with authority exercised by others in constructive ways	18	33
A4-Adjusts behaviors to meet employers changing values and needs	10	18
A5-Exhibits positive work attitude	34	62
A6-Works independently when necessary	21	38
A7-Develops ideas to improve methods	5	9
A8-Understands and accepts the apprentice role	6	11
A9-Completes assignments on time	17	31

TABLE VIII
INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=55)

QUALITY	# of RESPONDENTS	% of RESPOND.
A10-Practices safety towards self, and others	22	40
A11-Reacts positively to constructive criticism	14	27
A12-Assumes personal responsibility for the consequences of his/her choices	10	18
A13-Both compromises and exercises influence in the achievement of group goals	6	11
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	4	7
A15-Reacts positively to competitive situations, win or lose	4	7
A16-Demonstrates initiative on the job	28	51
A17-Practices behaviors that contribute to job retention or advancement	13	24
A18-Copes with failure	3	5
A19-Uses time and energy efficiently	13	24
A20-Handles stress on the job	6	12
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	18	33
A22-Accepts all honest work as honorable and having worth and dignity	8	15
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	1	2
A25-Is neat about work	3	5
A26-Shows respect for others' property	0	0

TABLE VIII

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST IMPORTANT (N=55)

QUALITY	# of RESPONDENTS	% of RESPOND.
A27-Is goal-oriented; career rather than "job" oriented	3	5
V1-Maintains self-discipline	12	22
V2-Values own worth and dignity	5	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	13	24
V4-Maintains good health, neatness, good grooming, and fitness habits	9	16
V5-Exhibits pride in workmanship	39	71
V6-Manages personal income effectively	1	2
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	2	4
V8-Values checking own work for thoroughness and accuracy	24	44
V9-Views all honest work as honorable, worthy, and dignified	10	10
V10-Willingly acquires additional training and education relevant to job function	17	31
V11-Is independent and self-reliant	5	9
V12-Uses ethical standards of conduct	7	13
V13-Demonstrates that one is a responsible worker	9	16

TABLE VIII
INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=55)

QUALITY	# of RESPONDENTS	% of RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	4	7
V15-Understands that one is paid relative to the value of work	14	25
V16-Understands the interrelated role of management and labor	8	25
V17-Recognizes the difference between the satisfaction from having earned something from being given something	11	20
V18-Desires upward economic mobility	6	11
V19-Strives for excellence and competence	14	25
V20-Regular in attendance	8	15
V21-Is punctual	7	13
V22-Works hard	3	5
V23-Is courteous and respectful to clients and fellow workers	1	2
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	1	2
V27-Shows company loyalty	0	0

TABLE IX
OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	02	06
S5-Making appropriate "next-step" choices	05	15
S3-Preparing reports and summaries	05	15
S7-Planning, making, or assembling job-related items	03	09
S2-Using measurements, equivalents, ratios and proportions.	02	06
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	04	12
S4-Performing tasks requiring manual-perceptual skills.	06	18
S11-Calculating and estimating quantitatively	03	09
S6-Applying computational skills	07	21
S13-Adapting and adjusting to change, is flexible	15	44
S8-Developing and interpreting statistical data	02	06
S15-Understanding and following oral and written instructions	23	68
S10-Budgeting time effectively	13	38
S17-Relating basic procedures and principles to specific work areas	03	09
S12-Operating tools and equipment relevant to job	11	32
S16-Adjusting, repairing, maintaining job-related equipment	02	06
S14-Reading, writing and speaking effectively	09	26

TABLE IX
OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	2	6
S19-Organizing self and situations to accomplish tasks	15	44
S20-Maintaining accurate and appropriate records	7	21
S21-Anticipating needs of job and/or clients	6	18
S22-Instructing others in job-related tasks.	6	18
S23-Communicating effectively with clients and fellow workers	21	62
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	1	3
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	1	3
A1-Appreciates individual differences	2	6
A2-Cooperates with fellow workers	19	56
A3-Copes with authority exercised by others in constructive ways	7	21
A4-Adjusts behaviors to meet employers changing values and needs	5	15
A5-Exhibits positive work attitude	17	50
A6-Works independently when necessary	10	29
A7-Develops ideas to improve methods	4	12
A8-Understands and accepts the apprentice role	4	12
A9-Completes assignments on time	11	32

TABLE IX
OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	4	12
A11-Reacts positively to constructive criticism	18	53
A12-Assumes personal responsibility for the consequences of his/her choices	8	24
A13-Both compromises and exercises influence in the achievement of group goals	6	18
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	6	18
A15-Reacts positively to competitive situations, win or lose	1	3
A16-Demonstrates initiative on the job	19	56
A17-Practices behaviors that contribute to job retention or advancement	1	3
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	16	47
A20-Handles stress on the job	9	26
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	6	18
A22-Accepts all honest work as honorable and having worth and dignity	5	15
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	1	3
A25-Is neat about work	1	3
A26-Shows respect for others' property	0	0

TABLE IX
OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	11	32
V2-Values own worth and dignity	5	15
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	4	12
V4-Maintains good health, neatness, good grooming, and fitness habits	9	26
V5-Exhibits pride in workmanship	18	53
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	3
V8-Values checking own work for thoroughness and accuracy	18	53
V9-Views all honest work as honorable, worthy, and dignified	2	6
V10-Willingly acquires additional training and education relevant to job function	12	35
V11-Is independent and self-reliant	8	24
V12-Uses ethical standards of conduct	8	24
V13-Demonstrates that one is a responsible worker	11	32

TABLE IX
OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	3
V15-Understands that one is paid relative to the value of work	5	15
V16-Understands the interrelated role of management and labor	5	15
V17-Recognizes the difference between the satisfaction from having earned something from being given something	3	9
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	14	41
V20-Regular in attendance	6	18
V21-Is punctual	2	6
V22-Works hard	1	3
V23-Is courteous and respectful to clients and fellow workers	1	3
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE X

SERVICE OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=23)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	4	17
S3-Preparing reports and summaries	1	4
S4-Performing tasks requiring manual-perceptual skills.	3	13
S5-Making appropriate "next-step" choices	1	4
S6-Applying computational skills	3	13
S7-Planning, making, or assembling job-related items	4	17
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	7	30
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	9	39
S13-Adapting and adjusting to change, is flexible	7	30
S14-Reading, writing and speaking effectively	2	9
S15-Understanding and following oral and written instructions	8	35
S16-Adjusting, repairing, maintaining job-related equipment	4	17
S17-Relating basic procedures and principles to specific work areas	3	13

TABLE X

SERVICE OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=23)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	2	9
S20-Maintaining accurate and appropriate records	4	17
S21-Anticipating needs of job and/or clients	2	9
S22-Instructing others in job-related tasks.	1	4
S23-Communicating effectively with clients and fellow workers	8	35
S24-Meets quality standards	1	4
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	1	4
A1-Appreciates individual differences	1	4
A2-Cooperates with fellow workers	7	30
A3-Copes with authority exercised by others in constructive ways	7	30
A4-Adjusts behaviors to meet employers changing values and needs	7	13
A5-Exhibits positive work attitude	4	17
A6-Works independently when necessary	3	13
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	2	9
A9-Completes assignments on time	0	0

TABLE X
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=23)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	6	26
A11-Reacts positively to constructive criticism	4	17
A12-Assumes personal responsibility for the consequences of his/her choices	3	13
A13-Both compromises and exercises influence in the achievement of group goals	2	9
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	4
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	2	9
A17-Practices behaviors that contribute to job retention or advancement	1	4
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	6	26
A20-Handles stress on the job	6	26
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	9
A22-Accepts all honest work as honorable and having worth and dignity	1	4
A23-Willing to work overtime	1	4
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	2	9
A26-Shows respect for others' property	1	4

TABLE X
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=23)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	2	9
V2-Values own worth and dignity	2	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	3	13
V4-Maintains good health, neatness, good grooming, and fitness habits	11	48
V5-Exhibits pride in workmanship	5	22
V6-Manages personal income effectively	1	4
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	2	9
V9-Views all honest work as honorable, worthy, and dignified	2	9
V10-Willingly acquires additional training and education relevant to job function	2	9
V11-Is independent and self-reliant	2	9
V12-Uses ethical standards of conduct	2	9
V13-Demonstrates that one is a responsible worker	5	22

TABLE X
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=23)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	6	26
V16-Understands the interrelated role of management and labor	1	4
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	1	4
719-Strives for excellence and competence	2	9
V20-Regular in attendance	6	26
V21-Is punctual	3	13
V22-Works hard	3	13
V23-Is courteous and respectiful to clients and fellow workers	5	22
V24-Positive, outgoing behavior; enthusiasm	2	9
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XI
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	9
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	4	36
S4-Performing tasks requiring manual-perceptual skills.	6	55
S5-Making appropriate "next-step" choices	1	9
S6-Applying computational skills	7	64
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	1	9
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	2	18
S11-Calculating and estimating quantitatively	2	18
S12-Operating tools and equipment relevant to job	5	45
S13-Adapting and adjusting to change, is flexible	7	64
S14-Reading, writing and speaking effectively	5	45
S15-Understanding and following oral and written instructions	6	55
S16-Adjusting, repairing, maintaining job-related equipment	1	9
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XI
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	5	45
S20-Maintaining accurate and appropriate records	2	18
S21-Anticipating needs of job and/or clients	1	9
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	8	73
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	1	9
A2-Cooperates with fellow workers	6	55
A3-Copes with authority exercised by others in constructive ways	5	45
A4-Adjusts behaviors to meet employers changing values and needs	1	9
A5-Exhibits positive work attitude	9	82
A6-Works independently when necessary	5	45
A7-Develops ideas to improve methods	2	18
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	1	9

TABLE XI
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	2	18
A11-Reacts positively to constructive criticism	4	36
A12-Assumes personal responsibility for the consequences of his/her choices	5	45
A13-Both compromises and exercises influence in the achievement of group goals	2	18
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	3	27
A16-Demonstrates initiative on the job	3	27
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	2	18
A20-Handles stress on the job	15	45
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	18
A22-Accepts all honest work as honorable and having worth and dignity	1	9
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	1	9
A26-Shows respect for others' property	1	9

TABLE XI
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	4	36
V2-Values own worth and dignity	1	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	4	36
V4-Maintains good health, neatness, good grooming, and fitness habits	4	36
V5-Exhibits pride in workmanship	1	9
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	2	18
V9-Views all honest work as honorable, worthy, and dignified	1	9
V10-Willingly acquires additional training and education relevant to job function	2	18
V11-Is independent and self-reliant	3	27
V12-Uses ethical standards of conduct	2	18
V13-Demonstrates that one is a responsible worker	2	18

TABLE XI
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	2	18
V15-Understands that one is paid relative to the value of work	2	18
V16-Understands the interrelated role of management and labor	2	18
V17-Recognizes the difference between the satisfaction from having earned something from being given something	2	18
V18-Desires upward economic mobility	1	9
V19-Strives for excellence and competence	1	9
V20-Regular in attendance	4	36
V21-Is punctual	1	9
V22-Works hard	1	9
V23-Is courteous and respectful to clients and fellow workers	3	27
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XII

OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	3	27
S2-Using measurements, equivalents, ratios and proportions.	4	36
S3-Preparing reports and summaries	2	18
S4-Performing tasks requiring manual-perceptual skills.	4	36
S5-Making appropriate "next-step" choices	3	27
S6-Applying computational skills	5	45
S7-Planning, making, or assembling job-related items	4	36
S8-Developing and interpreting statistical data	5	45
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	5	27
S10-Budgeting time effectively	4	36
S11-Calculating and estimating quantitatively	5	45
S12-Operating tools and equipment relevant to job	3	27
S13-Adapting and adjusting to change, is flexible	5	45
S14-Reading, writing and speaking effectively	2	18
S15-Understanding and following oral and written instructions	8	73
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	2	18

TABLE XII

OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	9
S19-Organizing self and situations to accomplish tasks	3	27
S20-Maintaining accurate and appropriate records	6	55
S21-Anticipating needs of job and/or clients	1	9
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	10	91
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	1	9
A2-Cooperates with fellow workers	4	36
A3-Copes with authority exercised by others in constructive ways	1	9
A4-Adjusts behaviors to meet employers changing values and needs	1	9
A5-Exhibits positive work attitude	8	73
A6-Works independently when necessary	4	36
A7-Develops ideas to improve methods	1	9
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	6	54

TABLE XII

OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	4	36
A11-Reacts positively to constructive criticism	3	27
A12-Assumes personal responsibility for the consequences of his/her choices	3	27
A13-Both compromises and exercises influence in the achievement of group goals	2	18
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	5	45
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	7	64
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	27
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XII
OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	2	18
V2-Values own worth and dignity	1	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	18
V4-Maintains good health, neatness, good grooming, and fitness habits	2	18
V5-Exhibits pride in workmanship	7	64
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	7	64
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	5	45
V11-Is independent and self-reliant	3	27
V12-Uses ethical standards of conduct	6	55
V13-Demonstrates that one is a responsible worker	2	18

TABLE XII

OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	2	18
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	9
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	5	45
V20-Regular in attendance	1	9
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	1	9
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XIII

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	8
S2-Using measurements, equivalents, ratios and proportions.	4	31
S3-Preparing reports and summaries	1	[illegible]
S4-Performing tasks requiring manual-perceptual skills.	7	54
S5-Making appropriate "next-step" choices	9	69
S6-Applying computational skills	2	15
S7-Planning, making, or assembling job-related items	4	31
S8-Developing and interpreting statistical data	1	8
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	6	46
S10-Budgeting time effectively	4	31
S11-Calculating and estimating quantitatively	1	8
S12-Operating tools and equipment relevant to job	11	85
S13-Adapting and adjusting to change, is flexible	5	38
S14-Reading, writing and speaking effectively	4	31
S15-Understanding and following oral and written instructions	9	69
S16-Adjusting, repairing, maintaining job-related equipment	7	54
S17-Relating basic procedures and principles to specific work areas	1	8

TABLE XIII

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	3	23
S19-Organizing self and situations to accomplish tasks	3	23
S20-Maintaining accurate and appropriate records	4	31
S21-Anticipating needs of job and/or clients	1	8
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	7	54
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	1	8
A2-Cooperates with fellow workers	8	62
A3-Copes with authority exercised by others in constructive ways	6	46
A4-Adjusts behaviors to meet employers changing values and needs	1	8
A5-Exhibits positive work attitude	10	77
A6-Works independently when necessary	10	77
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	4	31
A9-Completes assignments on time	3	23

TABLE XIII
MECHANICS AND OTHER REPAIRERS OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	8	62
A11-Reacts positively to constructive criticism	6	46
A12-Assumes personal responsibility for the consequences of his/her choices	6	15
A13-Both compromises and exercises influence in the achievement of group goals	1	8
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	8
A15-Reacts positively to competitive situations, win or lose	1	8
A16-Demonstrates initiative on the job	9	69
A17-Practices behaviors that contribute to job retention or advancement	2	15
A18-Copes with failure	1	8
A19-Uses time and energy efficiently	4	31
A20-Handles stress on the job	3	23
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	23
A22-Accepts all honest work as honorable and having worth and dignity	3	23
A23-Willing to work overtime	1	8
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XIII
MECHANICS AND OTHER REPAIRERS OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	6	46
V2-Values own worth and dignity	2	15
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	15
V4-Maintains good health, neatness, good grooming, and fitness habits	5	38
V5-Exhibits pride in workmanship	10	77
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	8	62
V9-Views all honest work as honorable, worthy, and dignified	4	31
V10-Willingly acquires additional training and education relevant to job function	5	38
V11-Is independent and self-reliant	1	8
V12-Uses ethical standards of conduct	3	23
V13-Demonstrates that one is a responsible worker	4	31

TABLE XIII

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	2	15
V16-Understands the interrelated role of management and labor	3	23
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	8
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	2	15
V20-Regular in attendance	1	8
V21-Is punctual	0	0
V22-Works hard	1	8
V23-Is courteous and respectiful to clients and fellow workers	1	8
V24-Positive, outgoing behavior; enthusiasm	1	8
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XIV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 1-25 EMPLOYEES AS MOST IMPORTANT (N=24)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	4	16
S2-Using measurements, equivalents, ratios and proportions.	5	20
S3-Preparing reports and summaries	5	20
S4-Performing tasks requiring manual-perceptual skills.	8	33
S5-Making appropriate "next-step" choices	4	16
S6-Applying computational skills	10	41
S7-Planning, making, or assembling job-related items	4	16
S8-Developing and interpreting statistical data	10	41
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	4	16
S10-Budgeting time effectively	3	12
S11-Calculating and estimating quantitatively	3	8
S12-Operating tools and equipment relevant to job	8	33
S13-Adapting and adjusting to change, is flexible	5	20
S14-Reading, writing and speaking effectively	13	54
S15-Understanding and following oral and written instructions	11	45
S16-Adjusting, repairing, maintaining job-related equipment	7	29
S17-Relating basic procedures and principles to specific work areas	14	58

TABLE XIV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 1-25 EMPLOYEES AS MOST IMPORTANT (N=24)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	7	29
S19-Organizing self and situations to accomplish tasks	1	4
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	8	33
S22-Instructing others in job-related tasks.	1	4
S23-Communicating effectively with clients and fellow workers	13	54
S24-Meets quality standards	2	8
S25-Completes tasks; is patient	1	4
S26-Uses imagination	1	4
S27-Asks questions	0	0
S28-Knowing metrics	2	8
A1-Appreciates individual differences	3	12
A2-Cooperates with fellow workers	9	37
A3-Copes with authority exercised by others in constructive ways	6	25
A4-Adjusts behaviors to meet employers changing values and needs	1	4
A5-Exhibits positive work attitude	11	45
A6-Works independently when necessary	11	45
A7-Develops ideas to improve methods	2	8
A8-Understands and accepts the apprentice role	2	8
A9-Completes assignments on time	2	8

TABLE XIV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 1-25 EMPLOYEES AS MOST IMPORTANT (N=24)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	8	33
A11-Reacts positively to constructive criticism	4	16
A12-Assumes personal responsibility for the consequences of his/her choices	8	33
A13-Both compromises and exercises influence in the achievement of group goals	3	12
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	3
A15-Reacts positively to competitive situations, win or lose	1	4
A16-Demonstrates initiative on the job	8	33
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	6	25
A20-Handles stress on the job	5	20
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	5	20
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	2	8
A24-Open and candid; not temperamental	1	4
A25-Is neat about work	3	12
A26-Shows respect for others' property	4	16

TABLE XIV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 1-25 EMPLOYEES AS MOST IMPORTANT (N=24)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	5	20
V2-Values own worth and dignity	4	16
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	7	29
V4-Maintains good health, neatness, good grooming, and fitness habits	11	45
V5-Exhibits pride in workmanship	9	37
V6-Manages personal income effectively	1	4
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	12	50
V9-Views all honest work as honorable, worthy, and dignified	2	8
V10-Willingly acquires additional training and education relevant to job function	3	12
V11-Is independent and self-reliant	7	29
V12-Uses ethical standards of conduct	5	20
V13-Demonstrates that one is a responsible worker	5	20

TABLE XIV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 1-25 EMPLOYEES AS MOST IMPORTANT (N=24)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	4
V15-Understands that one is paid relative to the value of work	9	37
V16-Understands the interrelated role of management and labor	2	8
V17-Recognizes the difference between the satisfaction from having earned something from being given something	3	12
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	4	16
V20-Regular in attendance	8	33
V21-Is punctual	2	8
V22-Works hard	3	12
V23-Is courteous and respectful to clients and fellow workers	6	25
V24-Positive, outgoing behavior; enthusiasm	2	8
V25-Doesn't waste time	1	4
V26-Pays attention, listens	1	4
V27-Shows company loyalty	0	0

TABLE XV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 26-50 EMPLOYEES AS MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	5	38
S2-Using measurements, equivalents, ratios and proportions.	5	38
S3-Preparing reports and summaries	1	7
S4-Performing tasks requiring manual-perceptual skills.	5	38
S5-Making appropriate "next-step" choices	3	23
S6-Applying computational skills	4	30
S7-Planning, making, or assembling job-related items	3	23
S8-Developing and interpreting statistical data	1	7
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	4	30
S11-Calculating and estimating quantitatively	4	30
S12-Operating tools and equipment relevant to job	8	61
S13-Adapting and adjusting to change, is flexible	2	15
S14-Reading, writing and speaking effectively	6	46
S15-Understanding and following oral and written instructions	6	46
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	1	7

TABLE XV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 26-50 EMPLOYEES AS MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	7
S19-Organizing self and situations to accomplish tasks	3	23
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	2	15
S22-Instructing others in job-related tasks.	1	7
S23-Communicating effectively with clients and fellow workers	4	30
S24-Meets quality standards	1	7
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	9	69
A3-Copes with authority exercised by others in constructive ways	5	38
A4-Adjusts behaviors to meet employers changing values and needs	5	15
A5-Exhibits positive work attitude	8	61
A6-Works independently when necessary	6	46
A7-Develops ideas to improve methods	2	15
A8-Understands and accepts the apprentice role	1	7
A9-Completes assignments on time	2	15

TABLE XV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 26-50 EMPLOYEES AS MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	2	15
A11-Reacts positively to constructive criticism	4	30
A12-Assumes personal responsibility for the consequences of his/her choices	4	30
A13-Both compromises and exercises influence in the achievement of group goals	2	15
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	7
A15-Reacts positively to competitive situations, win or lose	1	7
A16-Demonstrates initiative on the job	7	53
A17-Practices behaviors that contribute to job retention or advancement	2	15
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	4	30
A20-Handles stress on the job	4	30
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	23
A22-Accepts all honest work as honorable and having worth and dignity	5	38
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 26-50 EMPLOYEES AS MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	7
V1-Maintains self-discipline	3	23
V2-Values own worth and dignity	4	30
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	3	23
V4-Maintains good health, neatness, good grooming, and fitness habits	4	30
V5-Exhibits pride in workmanship	6	46
V6-Manages personal income effectively	1	7
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	5	38
V9-Views all honest work as honorable, worthy, and dignified	4	30
V10-Willingly acquires additional training and education relevant to job function	2	15
V11-Is independent and self-reliant	1	7
V12-Uses ethical standards of conduct	2	15
V13-Demonstrates that one is a responsible worker	2	15

TABLE XV
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 26-50 EMPLOYEES AS MOST IMPORTANT (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	7
V15-Understands that one is paid relative to the value of work	3	23
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	2	15
V18-Desires upward economic mobility	3	23
V19-Strives for excellence and competence	3	23
V20-Regular in attendance	4	30
V21-Is punctual	4	30
V22-Works hard	0	0
V23-Is courteous and respectiful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XVI
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST IMPORTANT (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	3	9
S2-Using measurements, equivalents, ratios and proportions.	9	27
S3-Preparing reports and summaries	5	15
S4-Performing tasks requiring manual-perceptual skills.	17	52
S5-Making appropriate "next-step" choices	7	21
S6-Applying computational skills	13	39
S7-Planning, making, or assembling job-related items	10	30
S8-Developing and interpreting statistical data	2	6
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	7	21
S10-Budgeting time effectively	6	18
S11-Calculating and estimating quantitatively	4	12
S12-Operating tools and equipment relevant to job	19	57
S13-Adapting and adjusting to change, is flexible	17	52
S14-Reading, writing and speaking effectively	5	15
S15-Understanding and following oral and written instructions	24	73
S16-Adjusting, repairing, maintaining job-related equipment	9	27
S17-Relating basic procedures and principles to specific work areas	5	15

TABLE XVI
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST IMPORTANT (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	3	9
S19-Organizing self and situations to accomplish tasks	9	27
S20-Maintaining accurate and appropriate records	8	24
S21-Anticipating needs of job and/or clients	2	6
S22-Instructing others in job-related rasks.	5	15
S23-Communicating effectively with clients and fellow workers	17	52
S24-Meets quality standards	3	9
S25-Completes tasks; is patient	0	0
S26-Uses imagination	2	6
S27-Asks questions	0	0
S28-Knowing metrics	1	3
A1-Appreciates individual differences	2	6
A2-Cooperates with fellow workers	21	64
A3-Copes with authority exercised by others in constructive ways	10	30
A4-Adjusts behaviors to meet employers changing values and needs	2	6
A5-Exhibits positive work attitude	19	57
A6-Works independently when necessary	13	39
A7-Develops ideas to improve methods	2	6
A8-Understands and accepts the apprentice role	2	6
A9-Completes assignments on time	9	27

TABLE XVI
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST IMPORTANT (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	12	36
A11-Reacts positively to constructive criticism	14	42
A12-Assumes personal responsibility for the consequences of his/her choices	7	21
A13-Both compromises and exercises influence in the achievement of group goals	6	18
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	3	9
A15-Reacts positively to competitive situations, win or lose	2	6
A16-Demonstrates initiative on the job	13	39
A17-Practices behaviors that contribute to job retention or advancement	3	9
A18-Copes with failure	1	3
A19-Uses time and energy efficiently	9	27
A20-Handles stress on the job	5	15
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	11	33
A22-Accepts all honest work as honorable and having worth and dignity	5	15
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	1	3
A25-Is neat about work	5	15
A26-Shows respect for others' property	2	6

TABLE XVI
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST IMPORTANT (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	2	6
V1-Maintains self-discipline	7	21
V2-Values own worth and dignity	4	12
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	9	27
V4-Maintains good health, neatness, good grooming, and fitness habits	14	42
V5-Exhibits pride in workmanship	24	73
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	2	6
V8-Values checking own work for thoroughness and accuracy	14	42
V9-Views all honest work as honorable, worthy, and dignified	4	12
V10-Willingly acquires additional training and education relevant to job function	11	33
V11-Is independent and self-reliant	2	6
V12-Uses ethical standards of conduct	8	24
V13-Demonstrates that one is a responsible worker	9	27

TABLE XVI
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST IMPORTANT (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	3
V15-Understands that one is paid relative to the value of work	8	24
V16-Understands the interrelated role of management and labor	6	18
V17-Recognizes the difference between the satisfaction from having earned something from being given something	5	15
V18-Desires upward economic mobility	1	3
V19-Strives for excellence and competence	8	24
V20-Regular in attendance	5	15
V21-Is punctual	3	9
V22-Works hard	3	9
V23-Is courteous and respectful to clients and fellow workers	4	12
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	1	3
V27-Shows company loyalty	0	0

TABLE XVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 101-500 EMPLOYEES AS MOST IMPORTANT (N=41)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	4	10
S2-Using measurements, equivalents, ratios and proportions.	9	22
S3-Preparing reports and summaries	5	12
S4-Performing tasks requiring manual-perceptual skills.	14	34
S5-Making appropriate "next-step" choices	12	29
S6-Applying computational skills	9	22
S7-Planning, making, or assembling job-related items	11	27
S8-Developing and interpreting statistical data	3	7
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	7	17
S10-Budgeting time effectively	14	34
S11-Calculating and estimating quantitatively	3	7
S12-Operating tools and equipment relevant to job	23	56
S13-Adapting and adjusting to change, is flexible	19	46
S14-Reading, writing and speaking effectively	16	39
S15-Understanding and following oral and written instructions	25	61
S16-Adjusting, repairing, maintaining job-related equipment	9	22
S17-Relating basic procedures and principles to specific work areas	3	7

TABLE XVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 101-500 EMPLOYEES AS MOST IMPORTANT (N=41)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	5	12
S19-Organising self and situations to accomplish tasks	12	29
S20-Maintaining accurate and appropriate records	6	15
S21-Anticipating needs of job and/or clients	4	10
S22-Instructing others in job-related tasks.	3	7
S23-Communicating effectively with clients and fellow workers	22	54
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	1	2
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	2	5
A2-Cooperates with fellow workers	20	49
A3-Copes with authority exercised by others in constructive ways	16	39
A4-Adjusts behaviors to meet employers changing values and needs	9	22
A5-Exhibits positive work attitude	28	68
A6-Works independently when necessary	17	41
A7-Develops ideas to improve methods	3	7
A8-Understands and accepts the apprentice role	7	17
A9-Completes assignments on time	13	32

TABLE XVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 101-500 EMPLOYEES AS MOST IMPORTANT (N=41)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	14	34
A11-Reacts positively to constructive criticism	14	34
A12-Assumes personal responsibility for the consequences of his/her choices	7	17
A13-Both compromises and exercises influence in the achievement of group goals	3	7
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	4	10
A15-Reacts positively to competitive situations, win or lose	1	2
A16-Demonstrates initiative on the job	27	66
A17-Practices behaviors that contribute to job retention or advancement	5	12
A18-Copes with failure	1	2
A19-Uses time and energy efficiently	11	27
A20-Handles stress on the job	7	17
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	8	20
A22-Accepts all honest work as honorable and having worth and dignity	6	15
A23-Willing to work overtime	1	2
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 101-500 EMPLOYEES AS MOST IMPORTANT (N=41)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	10	24
V2-Values own worth and dignity	2	5
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	5	12
V4-Maintains good health, neatness, good grooming, and fitness habits	4	10
V5-Exhibits pride in workmanship	25	61
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	2
V8-Values checking own work for thoroughness and accuracy	21	51
V9-Views all honest work as honorable, worthy, and dignified	5	12
V10-Willingly acquires additional training and education relevant to job function	15	37
V11-Is independent and self-reliant	5	12
V12-Uses ethical standards of conduct	5	12
V13-Demonstrates that one is a responsible worker	9	22

TABLE XVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 101-500 EMPLOYEES AS MOST IMPORTANT (N=41)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	4	10
V15-Understands that one is paid relative to the value of work	12	29
V16-Understands the interrelated role of management and labor	5	12
V17-Recognizes the difference between the satisfaction from having earned something from being given something	5	12
V18-Desires upward economic mobility	2	5
V19-Strives for excellence and competence	12	29
V20-Regular in attendance	3	7
V21-Is punctual	2	5
V22-Works hard	2	5
V23-Is courteous and respectiful to clients and fellow workers	3	7
V24-Positive, outgoing behavior; enthusiasm	1	2
V25-Doesn't waste time	1	2
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XVIII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 501+ EMPLOYEES AS MOST IMPORTANT (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	7	15
S3-Preparing reports and summaries	5	11
S4-Performing tasks requiring manual-perceptual skills.	14	30
S5-Making appropriate "next-step" choices	6	13
S6-Applying computational skills	8	21
S7-Planning, making, or assembling job-related items	7	15
S8-Developing and interpreting statistical data	5	11
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	9	20
S10-Budgeting time effectively	18	39
S11-Calculating and estimating quantitatively	3	7
S12-Operating tools and equipment relevant to job	21	46
S13-Adapting and adjusting to change, is flexible	21	46
S14-Reading, writing and speaking effectively	16	35
S15-Understanding and following oral and written instructions	33	72
S16-Adjusting, repairing, maintaining job-related equipment	7	15
S17-Relating basic procedures and principles to specific work areas	7	15

TABLE XVIII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 501+ EMPLOYEES AS MOST IMPORTANT (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	2
S19-Organizing self and situations to accomplish tasks	21	46
S20-Maintaining accurate and appropriate records	14	30
S21-Anticipating needs of job and/or clients	5	11
S22-Instructing others in job-related tasks.	3	7
S23-Communicating effectively with clients and fellow workers	24	52
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	2	4
A1-Appreciates individual differences	1	2
A2-Cooperates with fellow workers	29	63
A3-Copes with authority exercised by others in constructive ways	17	37
A4-Adjusts behaviors to meet employers changing values and needs	9	20
A5-Exhibits positive work attitude	30	65
A6-Works independently when necessary	16	35
A7-Develops ideas to improve methods	4	9
A8-Understands and accepts the apprentice role	4	9
A9-Completes assignments on time	21	46

TABLE XVIII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 501+ EMPLOYEES AS MOST IMPORTANT (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	17	37
A11-Reacts positively to constructive criticism	23	50
A12-Assumes personal responsibility for the consequences of his/her choices	3	7
A13-Both compromises and exercises influence in the achievement of group goals	9	20
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	5	11
A15-Reacts positively to competitive situations, win or lose	5	11
A16-Demonstrates initiative on the job	26	57
A17-Practices behaviors that contribute to job retention or advancement	8	21
A18-Copes with failure	3	7
A19-Uses time and energy efficiently	3	7
A20-Handles stress on the job	15	33
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	11	24
A22-Accepts all honest work as honorable and having worth and dignity	5	11
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XVIII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 501+ EMPLOYEES AS MOST IMPORTANT (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	19	41
V2-Values own worth and dignity	4	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	11	24
V4-Maintains good health, neatness, good grooming, and fitness habits	13	28
V5-Exhibits pride in workmanship	24	52
V6-Manages personal income effectively	3	7
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	2
V8-Values checking own work for thoroughness and accuracy	18	39
V9-Views all honest work as honorable, worthy, and dignified	8	21
V10-Willingly acquires additional training and education relevant to job function	22	48
V11-Is independent and self-reliant	11	24
V12-Uses ethical standards of conduct	15	33
V13-Demonstrates that one is a responsible worker	10	22

TABLE XVIII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 501+ EMPLOYEES AS MOST IMPORTANT (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	2	4
V15-Understands that one is paid relative to the value of work	6	13
V16-Understands the interrelated role of management and labor	8	21
V17-Recognizes the difference between the satisfaction from having earned something from being given something	7	15
V18-Desires upward economic mobility	4	9
V19-Strives for excellence and competence	17	37
V20-Regular in attendance	10	22
V21-Is punctual	5	11
V22-Works hard	3	7
V23-Is courteous and respectful to clients and fellow workers	3	7
V24-Positive, outgoing behavior; enthusiasm	1	2
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

APPENDIX III

MOST DIFFICULT TO FIND

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND (N=55)

QUALITY	# OF RESPONDENTS	% OF RESPOND.
S14-Reading, writing and speaking effectively	12	22
S6-Applying computational skills	7	13
S15-Understanding and following oral and written instructions	7	13
S13-Adapting and adjusting to change, is flexible	7	13
S10-Budgeting time effectively	6	11
S12-Operating tools and equipment relevant to job	5	9
S4-Performing tasks requiring manual-perceptual skills.	2	4
S2-Using measurements, equivalents, ratios and proportions.	4	7
S7-Planning, making, or assembling job-related items	2	4
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	2
S3-Preparing reports and summaries	1	2
S1-Developing, interpreting graphs, charts, and tables.	1	2
S11-Calculating and estimating quantitatively	1	2
S5-Making appropriate "next-step" choices	1	2
S8-Developing and interpreting statistical data	0	0
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=55)

QUALITY	# OF RESPONDENTS	% OF RESPOND.
A5-Exhibits positive work attitude	19	35
S19-Organizing self and situations to accomplish tasks	5	9
S23-Communicating effectively with clients and fellow workers	4	7
A3-Copes with authority exercised by others in constructive ways	4	7
A9-Completes assignments on time	2	4
S21-Anticipating needs of job and/or clients	2	4
S28-Knowing metrics	2	4
A6-Works independently when necessary	2	4
S25-Completes tasks; is patient	2	4
A4-Adjusts behaviors to meet employers changing values and needs	1	2
S22-Instructing others in job-related rasks.	1	2
A2-Cooperates with fellow workers	0	0
A1-Appreciates individual differences	0	0
S20-Maintaining accurate and appropriate records	0	0
S24-Meets quality standards	0	0
S26-Uses imagination	0	0
S18-Implementing, modifying plans as basis of feedback	0	0
A8-Understands and accepts the apprentice role	0	0
A7-Develops ideas to improve methods	0	0
S27-Asks questions	0	0

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND (N=55)

QUALITY	# OF RESPONDENTS	% OF RESPOND.
V5-Exhibits pride in workmanship	24	44
V8-Values checking own work for thoroughness and accuracy	10	19
V4-Maintains good health, neatness, good grooming, and fitness habits	5	9
A27-Is goal-oriented career rather than "job" oriented	4	7
V1-Maintains self-discipline	4	7
V13-Demonstrates that one is a responsible worker	2	4
V9-Views all honest work as honorable, worthy, and dignified	2	4
V2-Values own worth and dignity	1	2
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V10-Willingly acquires additional training and education relevant to job function	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V12-Uses ethical standards of conduct	0	0
V11-Is independent and self-reliant	0	0
V6-Manages personal income effectively	0	0

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND (N=55)

QUALITY	# OF RESPONDENTS	% OF RESPOND.
A16-Demonstrates initiative on the job	9	17
A11-Reacts positively to constructive criticism	7	13
A19-Uses time and energy efficiently	6	11
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	5	9
A12-Assumes personal responsibility for the consequences of his/her choices	4	7
A22-Accepts all honest work as honorable and having worth and dignity	3	6
A25-Is neat about work	2	4
A23-Willing to work overtime	2	4
A20-Handles stress on the job	2	4
A10-Practices safety towards self, and others	2	4
A26-Shows respect for others' property	1	2
A18-Copes with failure	0	0
A24-Open and candid; not temperamental	0	0
A15-Reacts positively to competitive situations, win or lose	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A17-Practices behaviors that contribute to job retention or advancement	0	0

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND (N=55)

QUALITY	# OF RESPONDENTS	% OF RESPOND.
V20-Regular in attendance	8	15
V17-Recognizes the difference between the satisfaction from having earned something from being given something	7	12
V15-Understands that one is paid relative to the value of work	6	11
V21-Is punctual	4	7
V16-Understands the interrelated role of management and labor	4	7
V19-Strives for excellence and competence	2	4
V22-Works hard	2	4
V14-Has basic understanding and appreciation of the free enterprise system	1	2
V18-Desires upward economic mobility	1	2
V23-Is courteous and respectful to clients and fellow workers	1	2
V26-Pays attention, listens	1	2
V24-Positive, outgoing behavior; enthusiasm	1	0
V25-Doesn't waste time	0	0
V27-Shows company loyalty	0	0

TABLE XX

OFFICE RELATED OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S14-Reading, writing and speaking effectively	7	21
S6-Applying computational skills	3	9
S13-Adapting and adjusting to change, is flexible	3	9
S15-Understanding and following oral and written instructions	3	9
S5-Making appropriate "next-step" choices	2	6
S4-Performing tasks requiring manual-perceptual skills.	2	6
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	2	6
S12-Operating tools and equipment relevant to job	2	6
S10-Budgeting time effectively	2	6
S16-Adjusting, repairing, maintaining job-related equipment	1	3
S17-Relating basic procedures and principles to specific work areas	1	3
S1-Developing, interpreting graphs, charts, and tables.	0	0
S11-Calculating and estimating quantitatively	0	0
S3-Preparing reports and summaries	0	0
S7-Planning, making, or assembling job-related items	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S8-Developing and interpreting statistical data	0	0

TABLE XX

OFFICE RELATED OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S23-Communicating effectively with clients and fellow workers	8	24
A5-Exhibits positive work attitude	5	15
S19-Organizing self and situations to accomplish tasks	5	15
S22-Instructing others in job-related tasks.	2	6
A2-Cooperates with fellow workers	2	6
A4-Adjusts behaviors to meet employers changing values and needs	2	6
A9-Completes assignments on time	1	3
S25-Completes tasks; is patient	1	3
S28-Knowing metrics	1	3
A6-Works independently when necessary	1	3
A8-Understands and accepts the apprentice role	1	3
S20-Maintaining accurate and appropriate records	1	3
A1-Appreciates individual differences	0	0
A3-Copes with authority exercised by others in constructive ways	0	0
S24-Meets quality standards	0	0
S21-Anticipating needs of job and/or clients	0	0
S18-Implementing, modifying plans as basis of feedback	0	0
A7-Develops ideas to improve methods	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0

TABLE XX
OFFICE RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A11-Reacts positively to constructive criticism	6	18
A19-Uses time and energy efficiently	5	15
A16-Demonstrates initiative on the job	4	12
A20-Handles stress on the job	4	12
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	9
A12-Assumes personal responsibility for the consequences of his/her choices	2	6
A25-Is neat about work	2	6
A15-Reacts positively to competitive situations, win or lose	1	3
A17-Practices behaviors that contribute to job retention or advancement	1	3
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	3
A10-Practices safety towards self, and others	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A18-Copes with failure	0	0
A24-Open and candid; not temperamental	0	0
A23-Willing to work overtime	0	0
A26-Shows respect for others' property	0	0
A13-Both compromises and exercises influence in the achievement of group goals	0	0

TABLE XX
OFFICE RELATED OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V5-Exhibits pride in workmanship	17	50
V4-Maintains good health, neatness, good grooming, and fitness habits	6	18
V8-Values checking own work for thoroughness and accuracy	4	12
V9-Views all honest work as honorable, worthy, and dignified	3	9
V2-Values own worth and dignity	3	9
V10-Willingly acquires additional training and education relevant to job function	3	9
V13-Demonstrates that one is a responsible worker	2	6
V1-Maintains self-discipline	2	6
A27-Is goal-oriented; career rather than "job" oriented	2	6
V12-Uses ethical standards of conduct	1	3
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V11-Is independent and self-reliant	0	0
V6-Manages personal income effectively	0	0

TABLE XX

OFFICE RELATED OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V20-Regular in attendance	6	18
V21-Is punctual	5	15
V19-Strives for excellence and competence	3	9
V17-Recognizes the difference between the satisfaction from having earned something from being given something	3	9
V15-Understands that one is paid relative to the value of work	2	6
V18-Desires upward economic mobility	1	3
V16-Understands the interrelated role of management and labor	0	0
V22-Works hard	0	0
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V23-Is courteous and respectful to clients and fellow workers	0	0
V26-Pays attention, listens	0	0
V25-Doesn't waste time	0	0
V27-Shows company loyalty	0	0

TABLE XXI

SERVICE OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S13-Adapting and adjusting to change, is flexible	4	31
S12-Operating tools and equipment relevant to job	1	8
S2-Using measurements, equivalents, ratios and proportions.	1	8
S15-Understanding and following oral and written instructions	1	8
S16-Adjusting, repairing, maintaining job-related equipment	1	8
S14-Reading, writing and speaking effectively	1	8
S6-Applying computational skills	1	8
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S5-Making appropriate "next-step" choices	0	0
S11-Calculating and estimating quantitatively	0	0
S10-Budgeting time effectively	0	0
S1-Developing, interpreting graphs, charts, and tables.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	0	0
S7-Planning, making, or assembling job-related items	0	0
S17-Relating basic procedures and principles to specific work areas	0	0
S8-Developing and interpreting statistical data	0	0

TABLE XXI
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A5-Exhibits positive work attitude	5	39
A3-Copes with authority exercised by others in constructive ways	3	23
S25-Completes tasks; is patient	2	15
A6-Works independently when necessary	1	8
S19-Organizing self and situations to accomplish tasks	1	8
S23-Communicating effectively with clients and fellow workers	1	8
S20-Maintaining accurate and appropriate records	0	0
S26-Uses imagination	0	0
S22-Instructing others in job-related tasks.	0	0
S28-Knowing metrics	0	0
S27-Asks questions	0	0
A2-Cooperates with fellow workers	0	0
A1-Appreciates individual differences	0	0
A4-Adjusts behaviors to meet employers changing values and needs	0	0
S24-Meets quality standards	0	0
S18-Implementing, modifying plans as basis of feedback	0	0
S21-Anticipating needs of job and/or clients	0	0
A8-Understands and accepts the apprentice role	0	0
A7-Develops ideas to improve methods	0	0
A9-Completes assignments on time	0	0

TABLE XXI
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A11-Reacts positively to constructive criticism	4	31
A20-Handles stress on the job	2	15
A19-Uses time and energy efficiently	1	8
A16-Demonstrates initiative on the job	1	8
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A17-Practices behaviors that contribute to job retention or advancement	0	0
A23-Willing to work overtime	0	0
A25-Is neat about work	0	0
A10-Practices safety towards self, and others	0	0
A26-Shows respect for others' property	0	0
A24-Open and candid; not temperamental	0	0
A15-Reacts positively to competitive situations, win or lose	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	0	0
A18-Copes with failure	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0

TABLE XXI
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V13-Demonstrates that one is a responsible worker	2	15
A27-Is goal-oriented career rather than "job" oriented	1	8
V1-Maintains self-discipline	1	8
V4-Maintains good health, neatness, good grooming, and fitness habits	1	8
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	8
V8-Values checking own work for thoroughness and accuracy	1	8
V2-Values own worth and dignity	0	0
V5-Exhibits pride in workmanship	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V10-Willingly acquires additional training and education relevant to job function	0	0
V9-Views all honest work as honorable, worthy, and dignified	0	0
V12-Uses ethical standards of conduct	0	0
V6-Manages personal income effectively	0	0
V11-Is independent and self-reliant	0	0

TABLE XXI
SERVICE OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=13)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V21-Is punctual	4	31
V20-Regular in attendance	4	31
V22-Works hard	2	15
V23-Is courteous and respectiful to clients and fellow workers	1	8
V15-Understands that one is paid relative to the value of work	1	8
V16-Understands the interrelated role of management and labor	0	0
V19-Strives for excellence and competence	0	0
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V18-Desires upward economic mobility	0	0
V26-Pays attention, listens	0	0
V25-Doesn't waste time	0	0
V27-Shows company loyalty	0	0

TABLE XXII
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S14-Reading, writing and speaking effectively	6	55
S13-Adapting and adjusting to change, is flexible	5	46
S10-Budgeting time effectively	2	18
S6-Applying computational skills	2	18
S5-Making appropriate "next-step" choices	1	9
S3-Preparing reports and summaries	1	9
S12-Operating tools and equipment relevant to job	1	9
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S4-Performing tasks requiring manual-perceptual skills.	0	0
S11-Calculating and estimating quantitatively	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S1-Developing, interpreting graphs, charts, and tables.	0	0
S8-Developing and interpreting statistical data	0	0
S15-Understanding and following oral and written instructions	0	0
S7-Planning, making, or assembling job-related items	0	0
S17-Relating basic procedures and principles to specific work areas	0	0
S16-Adjusting, repairing, maintaining job-related equipment	0	0

TABLE XXII
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S23-Communicating effectively with clients and fellow workers	3	27
A3-Copes with authority exercised by others in constructive ways	3	27
A5-Exhibits positive work attitude	2	18
S22-Instructing others in job-related tasks.	1	9
S21-Anticipating needs of job and/or clients	1	9
S18-Implementing, modifying plans as basis of feedback	0	0
S20-Maintaining accurate and appropriate records	0	0
S26-Uses imagination	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S28-Knowing metrics	0	0
S27-Asks questions	0	0
A2-Cooperates with fellow workers	0	0
A1-Appreciates individual differences	0	0
A4-Adjusts behaviors to meet employers changing values and needs	0	0
S24-Meets quality standards	0	0
A6-Works independently when necessary	0	0
S25-Completes tasks; is patient	0	0
A8-Understands and accepts the apprentice role	0	0
A7-Develops ideas to improve methods	0	0
A9-Completes assignments on time	0	0

TABLE XXII
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	0	0
A11-Reacts positively to constructive criticism	3	27
A12-Assumes personal responsibility for the consequences of his/her choices	1	9
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	9
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	1	9
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	3	27
A20-Handles stress on the job	2	18
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXII
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job oriented"	1	9
V1-Maintains self-discipline	1	9
V2-Values own worth and dignity	1	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	9
V4-Maintains good health, neatness, good grooming, and fitness habits	3	27
V5-Exhibits pride in workmanship	1	9
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	1	9
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	1	9
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXII
SALES OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	1	9
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	9
V18-Desires upward economic mobility	1	9
V19-Strives for excellence and competence	1	9
V20-Regular in attendance	1	9
V21-Is punctual	2	18
V22-Works hard	1	9
V23-Is courteous and respectiful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXIII
OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	9
S3-Preparing reports and summaries	1	9
S4-Performing tasks requiring manual-perceptual skills.	0	0
S5-Making appropriate "next-step" choices	2	18
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	4	36
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	0	0
S13-Adapting and adjusting to change, is flexible	4	36
S14-Reading, writing and speaking effectively	2	18
S15-Understanding and following oral and written instructions	0	0
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific	0	0

TABLE XXIII
OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	9	9
S20-Maintaining accurate and appropriate records	1	9
S21-Anticipating needs of job and/or clients	1	9
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	3	27
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	0	0
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	2	18
A6-Works independently when necessary	0	0
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	2	18

TABLE XXIII
OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	1	9
A11-Reacts positively to constructive criticism	2	18
A12-Assumes personal responsibility for the consequences of his/her choices	0	0
A13-Both compromises and exercises influence in the achievement of group goals	1	9
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	2	18
A16-Demonstrates initiative on the job	3	27
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	1	9
A20-Handles stress on the job	1	9
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	9
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXIII
OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V4-Maintains good health, neatness, good grooming, and fitness habits	0	0
V5-Exhibits pride in workmanship	3	27
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	1	9
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	0	0
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXIII

OTHER SCIENTIFIC AND TECHNICAL OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	3	27
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	9
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	1	9
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXIV
MECHANICS AND OTHER REPAIRERS OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=9)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	11
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	1	11
S5-Making appropriate "next-step" choices	2	22
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	11
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	2	22
S13-Adapting and adjusting to change, is flexible	2	22
S14-Reading, writing and speaking effectively	3	33
S15-Understanding and following oral and written instructions	1	11
S16-Adjusting, repairing, maintaining job-related equipment	2	22
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXIV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND (N=9)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	1	11
S21-Anticipating needs of job and/or clients	2	22
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	2	22
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	2	22
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	2	22
A3-Copes with authority exercised by others in constructive ways	3	33
A4-Adjusts behaviors to meet employers changing values and needs	1	11
A5-Exhibits positive work attitude	5	56
A6-Works independently when necessary	2	22
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	1	11
A9-Completes assignments on time	0	0

TABLE XXIV
MECHANICS AND OTHER REPAIRERS OCCUPATIONS
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=9)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	1	11
A11-Reacts positively to constructive criticism	4	44
A12-Assumes personal responsibility for the consequences of his/her choices	0	0
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	11
A16-Demonstrates initiative on the job	2	22
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	1	11
A19-Uses time and energy efficiently	1	11
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A22-Accepts all honest work as honorable and having worth and dignity	2	22
A23-Willing to work overtime	1	11
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXIV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=9)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	1	11
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	11
V4-Maintains good health, neatness, good grooming, and fitness habits	1	11
V5-Exhibits pride in workmanship	4	44
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	2	22
V9-Views all honest work as honorable, worthy, and dignified	1	11
V10-Willingly acquires additional training and education relevant to job function	1	11
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	1	11

TABLE XXIV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=9)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	3	33
V16-Understands the interrelated role of management and labor	5	56
V17-Recognizes the difference between the satisfaction from having earned something from being given something	4	44
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	1	11
V20-Regular in attendance	2	22
V21-Is punctual	1	11
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXV
COMPANIES OF 1-25 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=23)

	# OF RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	4
S3-Preparing reports and summaries	2	9
S4-Performing tasks requiring manual-perceptual skills.	0	0
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	2	9
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	1	4
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	2	9
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	3	13
S13-Adapting and adjusting to change, is flexible	7	30
S14-Reading, writing and speaking effectively	4	17
S15-Understanding and following oral and written instructions	2	9
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXV
COMPANIES OF 1-25 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=23)

	# OF RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	1	4
S21-Anticipating needs of job and/or clients	1	4
S22-Instructing others in job-related tasks.	1	4
S23-Communicating effectively with clients and fellow workers	1	4
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	3	13
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	1	4
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	1	4
A3-Copes with authority exercised by others in constructive ways	3	13
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	5	21
A6-Works independently when necessary	1	4
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	1	4

TABLE XXV
COMPANIES OF 1-25 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS
MOST DIFFICULT TO FIND (N=23)

	# OF RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	0	0
A11-Reacts positively to constructive criticism	3	13
A12-Assumes personal responsibility for the consequences of his/her choices	1	4
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	4
A16-Demonstrates initiative on the job	3	13
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	4	17
A20-Handles stress on the job	3	13
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	1	4
A26-Shows respect for others' property	1	4

TABLE XXV

COMPANIES OF 1-25 EMPLOYEES

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=23)

	# OF RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	4
V1-Maintains self-discipline	1	4
V2-Values own worth and dignity	1	4
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	4
V4-Maintains good health, neatness, good grooming, and fitness habits	4	17
V5-Exhibits pride in workmanship	4	17
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	6	26
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	0	0
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	1	4

TABLE XXV

COMPANIES OF 1-25 EMPLOYEES

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED AS

MOST DIFFICULT TO FIND (N=23)

	# OF RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	3	13
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	4
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	5	21
V21-Is punctual	5	21
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXVI
COMPANIES OF 26-50 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables	1	7
S2-Using measurements, equivalents, ratios and proportions.	2	15
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	2	15
S5-Making appropriate "next-step" choices	2	15
S6-Applying computational skills	1	7
S7-Planning, making, or assembling job-related items	1	7
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	7
S10-Budgeting time effectively	1	7
S11-Calculating and estimating quantitatively	1	7
S12-Operating tools and equipment relevant to job	2	15
S13-Adapting and adjusting to change, is flexible	3	23
S14-Reading, writing and speaking effectively	2	15
S15-Understanding and following oral and written instructions	1	17
S16-Adjusting, repairing, maintaining job-related equipment	1	7
S17-Relating basic procedures and principles to specific	0	0

TABLE XXVI

COMPANIES OF 26-50 EMPLOYEES

LIST OF

SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	1	7
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	1	7
S22-Instructing others in job-related tasks	0	0
S23-Communicating effectively with clients and fellow workers	1	7
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	1	7
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	0	0
A3-Copes with authority exercised by others in constructive ways	1	7
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	3	23
A6-Works independently when necessary	0	0
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXVI
COMPANIES OF 26-50 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	0	0
A11-Reacts positively to constructive criticism	5	15
A12-Assumes personal responsibility for the consequences of his/her choices	1	7
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	7
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	2	15
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	2	15
A20-Handles stress on the job	1	7
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	7
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXVI
COMPANIES OF 26-50 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	1	7
V2-Values own worth and dignity	2	15
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V4-Maintains good health, neatness, good grooming, and fitness habits	2	15
V5-Exhibits pride in workmanship	2	15
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	2	15
V9-Views all honest work as honorable, worthy, and dignified	1	7
V10-Willingly acquires additional training and education relevant to job function	1	7
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXVI
COMPANIES OF 26-50 EMPLOYEES
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	2	15
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	7
V18-Desires upward economic mobility	0	0
V19-Strives for excellence and competence	1	7
V20-Regular in attendance	2	15
V21-Is punctual	0	0
V22-Works hard	2	15
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	1	7

TABLE XXVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	2	6
S3-Preparing reports and summaries	1	3
S4-Performing tasks requiring manual-perceptual skills.	1	3
S5-Making appropriate "next-step" choices	4	12
S6-Applying computational skills	4	12
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	4	12
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	0	0
S13-Adapting and adjusting to change, is flexible	7	21
S14-Reading, writing and speaking effectively	7	21
S15-Understanding and following oral and written instructions	2	6
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	3	9
S20-Maintaining accurate and appropriate records	1	3
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related rasks.	1	3
S23-Communicating effectively with clients and fellow workers	5	15
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	1	3
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	2	6
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	1	3
A3-Copes with authority exercised by others in constructive ways	3	9
A4-Adjusts behaviors to meet employers changing values and needs	1	3
A5-Exhibits positive work attitude	13	39
A6-Works independently when necessary	3	9
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	3	9

TABLE XXVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	1	3
A11-Reacts positively to constructive criticism	7	21
A12-Assumes personal responsibility for the consequences of his/her choices	3	9
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	3
A16-Demonstrates initiative on the job	4	12
A17-Practices behaviors that contribute to job retention or advancement	1	3
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	2	6
A20-Handles stress on the job	2	6
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	3
A22-Accepts all honest work as honorable and having worth and dignity	2	6
A23-Willing to work overtime	3	9
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	3	9
A26-Shows respect for others' property	0	0

TABLE XXVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	3	9
V1-Maintains self-discipline	2	6
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	3
V4-Maintains good health, neatness, good grooming, and fitness habits	9	27
V5-Exhibits pride in workmanship	13	39
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	0	0
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	1	3
V11-Is independent and self-reliant	1	3
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXVII
LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES OF 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND (N=33)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	5	15
V16-Understands the interrelated role of management and labor	2	6
V17-Recognizes the difference between the satisfaction from having earned something from being given something	4	12
V18-Desires upward economic mobility	1	3
V19-Strives for excellence and competence	3	9
V20-Regular in attendance	6	18
V21-Is punctual	5	15
V22-Works hard	2	6
V23-Is courteous and respectful to clients and fellow workers	2	6
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND (N=39)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	2
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	0	0
S5-Making appropriate "next-step" choices	2	5
S6-Applying computational skills	3	7
S7-Planning, making, or assembling job-related items	1	2
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	2	5
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	3	7
S13-Adapting and adjusting to change, is flexible	3	7
S14-Reading, writing and speaking effectively	13	33
S15-Understanding and following oral and written instructions	3	7
S16-Adjusting, repairing, maintaining job-related equipment	1	2
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND (N=39)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	2	5
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	2	5
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	8	20
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	3	7
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	1	2
A3-Copes with authority exercised by others in constructive ways	5	12
A4-Adjusts behaviors to meet employers changing values and needs	3	7
A5-Exhibits positive work attitude	18	46
A6-Works independently when necessary	1	2
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	2	5
A9-Completes assignments on time	1	2

TABLE XXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND (N=39)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	2	5
A11-Reacts positively to constructive criticism	7	17
A12-Assumes personal responsibility for the consequences of his/her choices	2	5
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	2
A16-Demonstrates initiative on the job	6	15
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	1	2
A19-Uses time and energy efficiently	1	2
A20-Handles stress on the job	4	10
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	4	10
A22-Accepts all honest work as honorable and having worth and dignity	4	10
A23-Willing to work overtime	1	2
A24-Open and candid; not temperamental	1	2
A25-Is neat about work	0	0
A26-Shows respect for others' property	1	2

TABLE XXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND (N=39)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	4	10
V1-Maintains self-discipline	2	5
V2-Values own worth and dignity	1	2
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	2
V4-Maintains good health, neatness, good grooming, and fitness habits	3	7
V5-Exhibits pride in workmanship	20	51
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	5	12
V9-Views all honest work as honorable, worthy, and dignified	4	10
V10-Willingly acquires additional training and education relevant to job function	5	12
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	2	5

TABLE XXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND (N=39)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	2
V15-Understands that one is paid relative to the value of work	3	7
V16-Understands the interrelated role of management and labor	6	15
V17-Recognizes the difference between the satisfaction from having earned something from being given something	7	17
V18-Desires upward economic mobility	1	2
V19-Strives for excellence and competence	1	2
V20-Regular in attendance	8	20
V21-Is punctual	5	12
V22-Works hard	1	2
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	1	2
V26-Pays attention, listens	1	2
V27-Shows company loyalty	0	0

TABLE XXVIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST DIFFICULT TO FIND (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	2
S2-Using measurements, equivalents, ratios and proportions.	1	2
S3-Preparing reports and summaries	1	2
S4-Performing tasks requiring manual-perceptual skills.	2	4
S5-Making appropriate "next-step" choices	1	2
S6-Applying computational skills	4	8
S7-Planning, making, or assembling job-related items	1	2
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	4	8
S10-Budgeting time effectively	10	22
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	7	15
S13-Adapting and adjusting to change, is flexible	10	22
S14-Reading, writing and speaking effectively	12	26
S15-Understanding and following oral and written instructions	5	10
S16-Adjusting, repairing, maintaining job-related equipment	2	4
S17-Relating basic procedures and principles to specific work areas	2	4

TABLE XXVIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST DIFFICULT TO FIND (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	7	15
S20-Maintaining accurate and appropriate records	3	6
S21-Anticipating needs of job and/or clients	2	4
S22-Instructing others in job-related tasks.	3	6
S23-Communicating effectively with clients and fellow workers	7	15
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	3	6
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	2	4
A3-Copes with authority exercised by others in constructive ways	2	4
A4-Adjusts behaviors to meet employers changing values and needs	1	2
A5-Exhibits positive work attitude	8	17
A6-Works independently when necessary	1	2
A7-Develops ideas to improve methods	1	2
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	2	4

TABLE XXVIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST DIFFICULT TO FIND (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	1	2
A11-Reacts positively to constructive criticism	9	19
A12-Assumes personal responsibility for the consequences of his/her choices	5	10
A13-Both compromises and exercises influence in the achievement of group goals	1	2
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	2
A15-Reacts positively to competitive situations, win or lose	1	2
A16-Demonstrates initiative on the job	7	15
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	9	19
A20-Handles stress on the job	3	6
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	4
A22-Accepts all honest work as honorable and having worth and dignity	1	2
A23-Willing to work overtime	1	2
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	1	2
A26-Shows respect for others' property	0	0

TABLE XXVIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST DIFFICULT TO FIND (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	4	8
V2-Values own worth and dignity	2	4
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V4-Maintains good health, neatness, good grooming, and fitness habits	0	0
V5-Exhibits pride in workmanship	12	26
V6-Manages personal income effectively	1	2
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	0	0
V8-Values checking own work for thoroughness and accuracy	5	10
V9-Views all honest work as honorable, worthy, and dignified	3	6
V10-Willingly acquires additional training and education relevant to job function	2	4
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	1	2
V13-Demonstrates that one is a responsible worker	4	8

TABLE XXVIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST DIFFICULT TO FIND (N=46)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	4	8
V16-Understands the interrelated role of management and labor	1	2
V17-Recognizes the difference between the satisfaction from having earned something from being given something	6	13
V18-Desires upward economic mobility	1	2
V19-Strives for excellence and competence	3	6
V20-Regular in attendance	6	13
V21-Is punctual	4	8
V22-Works hard	1	2
V23-Is courteous and respectiful to clients and fellow workers	1	2
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	1	2
V27-Shows company loyalty	0	0

APPENDIX IV

MOST COMMON

TABLE XXX

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=40)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	3
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	8	20
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	3	8
S7-Planning, making, or assembling job-related items	3	8
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	7	18
S13-Adapting and adjusting to change, is flexible	1	3
S14-Reading, writing and speaking effectively	2	5
S15-Understanding and following oral and written instructions	4	10
S16-Adjusting, repairing, maintaining job-related equipment	1	3
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXX
INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=40)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	3	8
S20-Maintaining accurate and appropriate records	1	3
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	5	13
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	2	5
S28-Knowing metrics	3	8
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	15	38
A3-Copes with authority exercised by others in constructive ways	2	5
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	1	3
A6-Works independently when necessary	1	3
A7-Develops ideas to improve methods	1	3
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	1	3

TABLE XXX

INDUSTRIAL PRODUCTION RELATED OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=40)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	7	18
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	4	10
A13-Both compromises and exercises influence in the achievement of group goals	2	5
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	3
A16-Demonstrates initiative on the job	0	0
A17-Practices behaviors that contribute to job retention or advancement	1	3
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	5
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	1	3
A26-Shows respect for others' property	0	0

TABLE XXX
INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=40)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	7	18
V4-Maintains good health, neatness, good grooming, and fitness habits	1	3
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	8	20
V8-Values checking own work for thoroughness and accuracy	1	3
V9-Views all honest work as honorable, worthy, and dignified	1	3
V10-Willingly acquires additional training and education relevant to job function	6	15
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	2	5
V13-Demonstrates that one is a responsible worker	1	3

TABLE XXX
INDUSTRIAL PRODUCTION RELATED OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=40)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	0	0
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	15	38
V19-Strives for excellence and competence	2	5
V20-Regular in attendance	1	3
V21-Is punctual	1	3
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	1	3
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXI

OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=26)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	3	12
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	4	15
S13-Adapting and adjusting to change, is flexible	1	4
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	2	8
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXXI

OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=26)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	1	4
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	0	0
S24-Meets quality standards	1	4
S25-Completes tasks; is patient	0	0
S26-Uses imagination	2	8
S27-Asks questions	2	8
S28-Knowing metrics	2	8
A1-Appreciates individual differences	1	4
A2-Cooperates with fellow workers	9	35
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	2	8
A5-Exhibits positive work attitude	2	8
A6-Works independently when necessary	0	0
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	1	4
A9-Completes assignments on time	1	4

TABLE XXXI

OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=26)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	0	0
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	1	4
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	2	8
A16-Demonstrates initiative on the job	2	8
A17-Practices behaviors that contribute to job retention or advancement	1	4
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	8
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	1	4
A26-Shows respect for others' property	0	0

TABLE XXXI

OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=26)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	1	4
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	8
V4-Maintains good health, neatness, good grooming, and fitness habits	2	8
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	6	23
V8-Values checking own work for thoroughness and accuracy	0	0
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	1	4
V11-Is independent and self-reliant	1	4
V12-Uses ethical standards of conduct	3	12
V13-Demonstrates that one is a responsible worker	2	8

TABLE XXXI

OFFICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=26)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	4
V15-Understands that one is paid relative to the value of work	2	8
V16-Understands the interrelated role of management and labor	1	4
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	13	50
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectiful to clients and fellow workers	2	8
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	1	4
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXII
SERVICE OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=8)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	0	0
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	2	25
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	2	25
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	0	0
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXXII
SERVICE OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=8)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	2	25
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	2	25
A2-Cooperates with fellow workers	2	25
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	1	13
A6-Works independently when necessary	1	13
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXII
SERVICE OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=8)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	2	25
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	0	0
A13-Both compromises and exercises influence in the achievement of group goals	1	13
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	0	0
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' propert	0	0

TABLE XXXII
SERVICE OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=8)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	25
V4-Maintains good health, neatness, good grooming, and fitness habits	2	25
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	13
V8-Values checking own work for thoroughness and accuracy	0	0
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	1	13
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	1	13

TABLE XXXII

SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=8)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	0	0
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	3	38
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	1	13
V23-Is courteous and respectful to clients and fellow workers	1	13
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXIII
SALES OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	4	36
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	9
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	2	18
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	4	36
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXXIII
SALES OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	1	9
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	1	9
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	4	36
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	1	9
A6-Works independently when necessary	2	18
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXIII
SALES OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	3	27
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	3	27
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	1	9
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	1	9
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	27
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	2	18
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXXIII

SALES OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	3	27
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	18
V4-Maintains good health, neatness, good grooming, and fitness habits	3	27
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	2	18
V8-Values checking own work for thoroughness and accuracy	1	9
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	1	9
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	2	18
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXXIII

SALES OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	0	0
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	6	55
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	1	9
V24-Positive, outgoing behavior; enthusiasm	1	9
V25-Doesn't waste time	2	18
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXIV

OTHER SCIENTIFIC & TECHNICAL OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=10)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	0	0
S5-Making appropriate "next-step" choices	1	10
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	1	10
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	2	20
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	2	20
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	1	10

TABLE XXXIV
OTHER SCIENTIFIC & TECHNICAL OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=10)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	0	0
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	2	20
A2-Cooperates with fellow workers	2	20
A3-Copes with authority exercised by others in constructive ways	1	10
A4-Adjusts behaviors to meet employers changing values and needs	1	10
A5-Exhibits positive work attitude	0	0
A6-Works independently when necessary	1	10
A7-Develops ideas to improve methods	1	10
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	1	10

TABLE XXXIV
OTHER SCIENTIFIC & TECHNICAL OCCUPATIONS
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=10)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	2	20
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	2	20
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	10
A16-Demonstrates initiative on the job	1	10
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	10
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXXIV

OTHER SCIENTIFIC & TECHNICAL OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=10)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V4-Maintains good health, neatness, good grooming, and fitness habits	0	0
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	2	20
V8-Values checking own work for thoroughness and accuracy	0	0
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	4	40
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	1	10
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXXIV

OTHER SCIENTIFIC & TECHNICAL OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=10)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	0	0
V16-Understands the interrelated role of management and labor	1	10
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	4	40
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	9
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	1	9
S5-Making appropriate "next-step" choices	1	9
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	2	18
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	4	36
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	1	9

TABLE XXXV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	1	9
S20-Maintaining accurate and appropriate records	1	9
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	0	0
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	0	0
A2-Cooperates with fellow workers	5	45
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	1	9
A5-Exhibits positive work attitude	0	0
A6-Works independently when necessary	0	0
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	2	18
A11-Reacts positively to constructive criticism	1	9
A12-Assumes personal responsibility for the consequences of his/her choices	2	18
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	9
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	1	9
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	9
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXXV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	1	9
V2-Values own worth and dignity	1	9
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	0	0
V4-Maintains good health, neatness, good grooming, and fitness habits	3	27
V5-Exhibits pride in workmanship	1	9
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	2	18
V8-Values checking own work for thoroughness and accuracy	2	18
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	4	36
V11-Is independent and self-reliant	2	18
V12-Uses ethical standards of conduct	1	9
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXXV

MECHANICS AND OTHER REPAIRERS OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	2	18
V16-Understands the interrelated role of management and labor	1	9
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	4	36
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectiful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	1	9
V25-Doesn't waste time	2	18
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXVI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 1-25 EMPLOYEES AS MOST COMMON (N=19)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	4	21
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	1	5
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	6	32
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	1	5
S15-Understanding and following oral and written instructions	1	5
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXXVI

LIST OF SKILLS, ATTITUDES AND VALUES
SELECTED BY COMPANIES OF 1-25 EMPLOYEES AS MOST COMMON
(N=19)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	0	0
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	1	5
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	1	5
A2-Cooperates with fellow workers	6	32
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	1	5
A6-Works independently when necessary	2	11
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXVI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 1-25 EMPLOYEES AS MOST COMMON (N=19)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	4	21
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	4	21
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	1	5
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	16
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	1	5
A26-Shows respect for others' property	0	0

TABLE XXXVI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 1-25 EMPLOYEES AS MOST COMMON (N=19)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	1	5
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	3	16
V4-Maintains good health, neatness, good grooming, and fitness habits	1	5
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	4	21
V8-Values checking own work for thoroughness and accuracy	1	5
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	3	16
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	1	5
V13-Demonstrates that one is a responsible worker	2	11

TABLE XXXVI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 1-25 EMPLOYEES AS MOST COMMON (N=19)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	0	0
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires toward economic mobility	11	58
V19-Strives for excellence and competence	1	5
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	1	5
V24-Positive, outgoing behavior; enthusiasm	1	5
V25-Doesn't waste time	0	0
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXVII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST COMMON (N=12)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	1	8
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	3	25
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	2	17
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	1	8

TABLE XXXVII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST COMMON (N=12)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	1	8
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	0	0
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	1	8
S27-Asks questions	1	8
S28-Knowing metrics	1	8
A1-Appreciates individual differences	1	8
A2-Ccoperates with fellow workers	2	17
A3-Copes with authority exercised by others in constructive ways	1	8
04-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	0	0
A6-Works independently when necessary	0	0
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXVII
LIST OF SKILLS, ATTITUDES AND VALUES
SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST COMMON
(N=12)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	1	8
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	0	0
A13-Both compromises and exercises influence in the achievement of group goals	1	8
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	1	8
A16-Demonstrates initiative on the job	1	8
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	1	8
A25-Is neat about work	1	8
A26-Shows respect for others' property	0	0

TABLE XXXVII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST COMMON (N=12)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	0	0
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	17
V4-Maintains good health, neatness, good grooming, and fitness habits	1	8
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	8
V8-Values checking own work for thoroughness and accuracy	1	8
V9-Views all honest work as honorable, worthy, and dignified	1	8
V10-Willingly acquires additional training and education relevant to job function	2	17
V11-Is independent and self-reliant	0	0
V12-Uses ethical standards of conduct	2	17
V13-Demonstrates that one is a responsible worker	1	8

TABLE XXXVII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 26-50 EMPLOYEES AS MOST COMMON (N=12)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	1	8
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	8
V18-Desires upward economic mobility	1	8
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	1	8
V23-Is courteous and respectiful to clients and fellow workers	0	0
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	1	8
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXVIII

LIST OF SKILLS, ATTITUDES AND VALUES

SELECTED BY COMPANIES OF 51-100 EMPLOYEES AS MOST COMMON

(N=28)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	4
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	6	21
S5-Making appropriate "next-step" choices	0	0
S6-Applying computational skills	2	7
S7-Planning, making, or assembling job-related items	1	4
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	0	0
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	4	14
S13-Adapting and adjusting to change, is flexible	1	4
S14-Reading, writing and speaking effectively	2	7
S15-Understanding and following oral and written instructions	4	14
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	0	0

TABLE XXXVIII

LIST OF SKILLS, ATTITUDES AND VALUES
SELECTED BY COMPANIES OF 51-100 EMPLOYEES AS MOST COMMON
(N=28)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	1	4
S20-Maintaining accurate and appropriate records	0	0
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	3	11
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	1	4
S28-Knowing metrics	1	4
A1-Appreciates individual differences	2	7
A2-Cooperates with fellow workers	10	36
A3-Copes with authority exercised by others in constructive ways	0	0
A4-Adjusts behaviors to meet employers changing values and needs	1	4
A5-Exhibits positive work attitude	1	4
A6-Works independently when necessary	0	0
A7-Develops ideas to improve methods	1	4
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 51-100 EMPLOYEES AS MOST COMMON (N=28)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	4	14
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	2	7
A13-Both compromises and exercises influence in the achievement of group goals	2	7
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	0	0
A15-Reacts positively to competitive situations, win or lose	2	7
A16-Demonstrates initiative on the job	2	7
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	11
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 51-100 EMPLOYEES AS MOST COMMON

(N=28)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	3	11
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	7
V4-Maintains good health, neatness, good grooming, and fitness habits	3	11
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	6	21
V8-Values checking own work for thoroughness and accuracy	0	0
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	7	25
V11-Is independent and self-reliant	1	4
V12-Uses ethical standards of conduct	0	0
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXXVIII
LIST OF SKILLS, ATTITUDES AND VALUES
SELECTED BY COMPANIES OF 51-100 EMPLOYEES AS MOST COMMON
(N=28)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	4
V15-Understands that one is paid relative to the value of work	1	4
V16-Understands the interrelated role of management and labor	1	4
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	13	46
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	1	4
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	1	4
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	1	4
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

TABLE XXXIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 100-500 EMPLOYEES AS MOST COMMON (N=29)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	1	3
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	4	14
S5-Making appropriate "next-step" choices	2	7
S6-Applying computational skills	0	0
S7-Planning, making, or assembling job-related items	0	0
S8-Developing and interpreting statistical data	0	0
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	3
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	7	24
S13-Adapting and adjusting to change, is flexible	0	0
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	4	14
S16-Adjusting, repairing, maintaining job-related equipment	0	0
S17-Relating basic procedures and principles to specific work areas	1	3

TABLE XXXIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 100-500 EMPLOYEES AS MOST COMMON

(N=29)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	0	0
S19-Organizing self and situations to accomplish tasks	1	3
S20-Maintaining accurate and appropriate records	1	3
S21-Anticipating needs of job and/or clients	0	0
S22-Instructing others in job-related tasks.	1	3
S23-Communicating effectively with clients and fellow workers	1	3
S24-Meets quality standards	0	0
S25-Completes tasks; is patient	0	0
S26-Uses imagination	0	0
S27-Asks questions	2	7
S28-Knowing metrics	3	10
A1-Appreciates individual differences	2	7
A2-Cooperates with fellow workers	8	28
A3-Copes with authority exercised by others in constructive ways	1	3
A4-Adjusts behaviors to meet employers changing values and needs	0	0
A5-Exhibits positive work attitude	1	3
A6-Works independently when necessary	1	3
A7-Develops ideas to improve methods	1	3
A8-Understands and accepts the apprentice role	0	0
A9-Completes assignments on time	0	0

TABLE XXXIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 100-500 EMPLOYEES AS MOST COMMON (N=29)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	3	10
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	4	14
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	3
A15-Reacts positively to competitive situations, win or lose	0	0
A16-Demonstrates initiative on the job	0	0
A17-Practices behaviors that contribute to job retention or advancement	0	0
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	0	0
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	4	14
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XXXIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 100-500 EMPLOYEES AS MOST COMMON (N=29)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	1	3
V2-Values own worth and dignity	2	7
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	5	17
V4-Maintains good health, neatness, good grooming, and fitness habits	5	17
V5-Exhibits pride in workmanship	0	0
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	6	21
V8-Values checking own work for thoroughness and accuracy	1	3
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	2	7
V11-Is independent and self-reliant	2	7
V12-Uses ethical standards of conduct	3	10
V13-Demonstrates that one is a responsible worker	0	0

TABLE XXXIX

LIST OF SKILLS, ATTITUDES AND VALUES

SELECTED BY COMPANIES OF 100-500 EMPLOYEES AS MOST COMMON

(N=29)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	2	7
V16-Understands the interrelated role of management and labor	3	10
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	14	48
V19-Strives for excellence and competence	0	0
V20-Regular in attendance	0	0
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	1	3
V24-Positive, outgoing behavior; enthusiasm	2	7
V25-Doesn't waste time	2	7
V26-Pays attention, listens	1	3
V27-Shows company loyalty	0	0

TABLE XL
LIST OF SKILLS, ATTITUDES AND VALUES
SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST COMMON
(N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	0	0
S2-Using measurements, equivalents, ratios and proportions.	0	0
S3-Preparing reports and summaries	0	0
S4-Performing tasks requiring manual-perceptual skills.	5	15
S5-Making appropriate "next-step" choices	1	3
S6-Applying computational skills	2	6
S7-Planning, making, or assembling job-related items	2	6
S8-Developing and interpreting statistical data	1	3
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	3
S10-Budgeting time effectively	0	0
S11-Calculating and estimating quantitatively	0	0
S12-Operating tools and equipment relevant to job	6	18
S13-Adapting and adjusting to change, is flexible	1	3
S14-Reading, writing and speaking effectively	0	0
S15-Understanding and following oral and written instructions	8	24
S16-Adjusting, repairing, maintaining job-related equipment	1	3
S17-Relating basic procedures and principles to specific work areas	1	3

TABLE XL

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST COMMON (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	3
S19-Organizing self and situations to accomplish tasks	1	3
S20-Maintaining accurate and appropriate records	1	3
S21-Anticipating needs of job and/or clients	2	6
S22-Instructing others in job-related tasks.	0	0
S23-Communicating effectively with clients and fellow workers	4	12
S24-Meets quality standards	1	3
S25-Completes tasks; is patient	0	0
S26-Uses imagination	1	3
S27-Asks questions	0	0
S28-Knowing metrics	0	0
A1-Appreciates individual differences	1	3
A2-Cooperates with fellow workers	14	41
A3-Copes with authority exercised by others in constructive ways	1	3
A4-Adjusts behaviors to meet employers changing values and needs	2	6
A5-Exhibits positive work attitude	3	9
A6-Works independently when necessary	4	12
A7-Develops ideas to improve methods	0	0
A8-Understands and accepts the apprentice role	1	3
A9-Completes assignments on time	4	12

TABLE XL

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST COMMON

(N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A10-Practices safety towards self, and others	7	21
A11-Reacts positively to constructive criticism	0	0
A12-Assumes personal responsibility for the consequences of his/her choices	3	9
A13-Both compromises and exercises influence in the achievement of group goals	0	0
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	3
A15-Reacts positively to competitive situations, win or lose	1	3
A16-Demonstrates initiative on the job	1	3
A17-Practices behaviors that contribute to job retention or advancement	2	6
A18-Copes with failure	0	0
A19-Uses time and energy efficiently	0	0
A20-Handles stress on the job	1	3
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	0	0
A22-Accepts all honest work as honorable and having worth and dignity	0	0
A23-Willing to work overtime	0	0
A24-Open and candid; not temperamental	0	0
A25-Is neat about work	0	0
A26-Shows respect for others' property	0	0

TABLE XL

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST COMMON (N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	0	0
V1-Maintains self-discipline	0	0
V2-Values own worth and dignity	4	12
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	3	9
V4-Maintains good health, neatness, good grooming, and fitness habits	4	12
V5-Exhibits pride in workmanship	2	6
V6-Manages personal income effectively	0	0
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	5	15
V8-Values checking own work for thoroughness and accuracy	2	6
V9-Views all honest work as honorable, worthy, and dignified	0	0
V10-Willingly acquires additional training and education relevant to job function	6	18
V11-Is independent and self-reliant	1	3
V12-Uses ethical standards of conduct	4	12
V13-Demonstrates that one is a responsible worker	2	6

TABLE XL

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES OF 501+ EMPLOYEES AS MOST COMMON

(N=34)

QUALITY	# of RESPONDENTS	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	0	0
V15-Understands that one is paid relative to the value of work	0	0
V16-Understands the interrelated role of management and labor	0	0
V17-Recognizes the difference between the satisfaction from having earned something from being given something	0	0
V18-Desires upward economic mobility	11	32
V19-Strives for excellence and competence	1	3
V20-Regular in attendance	1	3
V21-Is punctual	0	0
V22-Works hard	0	0
V23-Is courteous and respectful to clients and fellow workers	3	9
V24-Positive, outgoing behavior; enthusiasm	0	0
V25-Doesn't waste time	1	3
V26-Pays attention, listens	0	0
V27-Shows company loyalty	0	0

APPENDIX V

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Foundry Occupations (01)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2
* Number of employees presently employed in this occupation = 3
* Average number of employees per company = 2

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	1
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +9

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +450%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Machining Occupations (02)

BACKGROUND DATA:

* Number of companies reporting this occupation = 14
* Number of employees presently employed in this occupation = 553
* Average number of employees per company = 40

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	3
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	9
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +8

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +20%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Printing Occupations (03)

BACKGROUND DATA:

* Number of companies reporting this occupation = 7
* Number of employees presently employed in this occupation = 236
* Average number of employees per company = 34

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	5
Decrease of 1 to 5 employees	1
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +2

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = 6%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Other Industrial Occupations (04)

BACKGROUND DATA:

* Number of companies reporting this occupation = 46
* Number of employees presently employed in this occupation = 5023
* Average number of employees per company = 109

*** * PROJECTED CHANGES * ***

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	4
Increase of 51 to 100 employees	3
Increase of 26 to 50 employees	6
Increase of 6 to 25 employees	15
Increase of 1 to 5 employees	6
NO CHANGE	10
Decrease of 1 to 5 employees	1
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	1
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +25

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +23%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Clerical Occupations (05)

BACKGROUND DATA:

* Number of companies reporting this occupation = 77
* Number of employees presently employed in this occupation = 6291
* Average number of employees per company = 82

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	3
Increase of 51 to 100 employees	3
Increase of 26 to 50 employees	5
Increase of 6 to 25 employees	15
Increase of 1 to 5 employees	24
NO CHANGE	25
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	2
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +31

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +38%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Computer Occupations (06)

BACKGROUND DATA:

* Number of companies reporting this occupation = 20
* Number of employees presently employed in this occupation = 1216
* Average number of employees per company = 61

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	2
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	4
Increase of 6 to 25 employees	9
Increase of 1 to 5 employees	4
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +36

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +59%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Banking Occupations (07)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 129
* Average number of employees per company = 43

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +30

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +70%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Insurance Occupations (08)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2

* Number of employees presently employed in this occupation = 87

* Average number of employees per company = 44

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +8

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +18%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Administrative Occupations (09)

BACKGROUND DATA:

* Number of companies reporting this occupation = 73
* Number of employees presently employed in this occupation = 7239
* Average number of employees per company = 99

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	2
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	1
Increase of 6 to 25 employees	3
Increase of 1 to 5 employees	16
NO CHANGE	50
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +50

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +51%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Cleaning Occupations (10)

BACKGROUND DATA:

* Number of companies reporting this occupation = 8

* Number of employees presently employed in this occupation = 237

* Average number of employees per company = 30

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	1
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	2
NO CHANGE	3
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +9

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +30%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Food Service Occupations (11)

BACKGROUND DATA:

* Number of companies reporting this occupation = 12
* Number of employees presently employed in this occupation = 1160
* Average number of employees per company = 97

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	2
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	4
NO CHANGE	3
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +16

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +16%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Personal Service Occupations (12)

BACKGROUND DATA:

* Number of companies reporting this occupation = 4

* Number of employees presently employed in this occupation = 52

* Average number of employees per company = 13

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	1
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +8

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +62%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Protective Service Occupations (13)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 30
* Average number of employees per company = 10

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	2
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +2

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +20%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Service Occupations (15)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2

* Number of employees presently employed in this occupation = 48

* Average number of employees per company = 24

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	1
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = -19

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = -79%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Sales Occupations (18)

BACKGROUND DATA:

* Number of companies reporting this occupation = 37
* Number of employees presently employed in this occupation = 852
* Awerage number of employees per company = 23

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	2
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	2
Increase of 6 to 25 employees	4
Increase of 1 to 5 employees	20
NO CHANGE	8
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +15

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +65%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Construction Occupations (19)

BACKGROUND DATA:

* Number of companies reporting this occupation = 5
* Number of employees presently employed in this occupation = 103
* Average number of employees per company = 21

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	3
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +33

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +157%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Air Transporcation Occupations (20)

BACKGROUND DATA:

* Number of companies reporting this occupation = 1
* Number of employees presently employed in this occupation = 10
* Average number of employees per company = 10

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +15

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +150%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Driving Occupations (23)

BACKGROUND DATA:

* Number of companies reporting this occupation = 9
* Number of employees presently employed in this occupation = 95
* Average number of employees per company = 11

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	6
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +22

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +200%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Engineering Occupations (25)

BACKGROUND DATA:

* Number of companies reporting this occupation = 28
* Number of employees presently employed in this occupation = 3106
* Average number of employees per company = 111

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	2
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	5
Increase of 1 to 5 employees	10
NO CHANGE	11
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +17

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +15%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Life Science Occupations (27)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 178
* Average number of employees per company = 59

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	1
NO CHANGE	2
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +1

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +2%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Physical Science Occupations (29)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 60
* Average number of employees per company = 20

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	2
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +2

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +10%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Scientific Occupations (30)

BACKGROUND DATA:

* Number of companies reporting this occupation = 34
* Number of employees presently employed in this occupation = 2032
* Average number of employees per company = 60

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	2
Increase of 26 to 50 employees	4
Increase of 6 to 25 employees	10
Increase of 1 to 5 employees	11
NO CHANGE	6
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +32

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +53%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Telephone Craft Occupations (21)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2
* Number of employees presently employed in this occupation = 72
* Average number of employees per company = 36

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +8

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +22%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Mechanics and Other Repairers Occupations (32)

BACKGROUND DATA:

* Number of companies reporting this occupation = 41
* Number of employees presently employed in this occupation = 1078
* Average number of employees per company = 26

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	6
Increase of 1 to 5 employees	16
NO CHANGE	18
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +7

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +27%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Medical Technologist, Technician, and Assistant Occupations (35)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2
* Number of employees presently employed in this occupation = 100
* Average number of employees per company = 50

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	1
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +26

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +52%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Nursing Occupations (36)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2
* Number of employees presently employed in this occupation = 580
* Average number of employees per company = 290

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +15

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +5%

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Social Service Occupations (42)

BACKGROUND DATA:

* Number of companies reporting this occupation = 1
* Number of employees presently employed in this occupation = 220
* Average number of employees per company = 220

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +150

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +68%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Design Occupations (44)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 9
* Average number of employees per company = 3

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	2
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +7

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +233%

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Communications Occupations (45)

BACKGROUND DATA:

* Number of companies reporting this occupation = 6
* Number of employees presently employed in this occupation = 271
* Average number of employees per company = 45

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	1
NO CHANGE	2
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +18

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +40%